



Haji Muhammad Mohsin Government High School (*Since 1874*)

Sreerumpur, Rajpara, Rajshahi 6000

Class 4

April 15, 2020

Capital letters and apostrophes

Do you know how to use capital letters and apostrophes correctly?

Look at these examples to see how capital letters and apostrophes are used.

Bangladesh celebrates Independence Day on 26 March.

David speaks English, Arabic and some Persian.

It's really cold today! They say it'll snow tonight.

Jane's staying at her parents' house this week.

Capitalisation

There are lots of times when you need to use capital letters – for example, to start a sentence or for the pronoun *I*. Here are some other important rules for using them.

Days, months and holidays

We capitalise days of the week, months and festivals, but not seasons.

His birthday party is on Thursday.

Schools are closed at Eids.

It rains a lot in June and July, but the winter is very dry.

Names of people and places

We capitalise the names of people and places, including streets, planets, continents and countries.

Bea Jankowski has lived on Church Street in Manchester for 20 years.

The Earth is the third planet from the Sun.

Russia is in both Europe and Asia.

Words that come from the names of places – for example languages, nationalities and adjectives that refer to people or things from a country, region or city – are capitalised. We also capitalise nouns and adjectives that come from the names of religions.

Some Canadians speak French.

Londoners eat a lot of Indian food.

Most Muslims fast during the day for Ramadan.

Titles and names of institutions

The names of organisations and usually the important words in book and film titles are capitalised. When a person's job title goes before their name, capitalise both. If the title is separate from their name, capitalise only their name.

Salome Zourabichvili, the president of Georgia, is visiting President Alvi tomorrow.

The chief executive officer lives in New York.

We are reading War and Peace with Ms Ioana, our teacher.

Apostrophes

We use an apostrophe to show a contraction or possession.

Contractions

We use an apostrophe to show where there are missing letters in contractions.

It's raining. (It's = It is)

Don't worry, it won't rain. (Don't = Do not; won't = will not)

She can't drive because she's broken her leg. (can't = cannot; she's = she has)

I'd like a coffee, please. (I'd = I would)

You'll be fine. (You'll = You will)

** Note that **it's** is a contraction of *it is* or *it has* while **its** is a possessive form of the pronoun *it*.

The dog is chasing its tail.

Are you sure it's OK for me to ring you so early?

It's rained a lot this week.

Possession

We also use an apostrophe with the letter *s* after a noun (normally a person, animal or group) to show that the noun owns someone or something.

My cat's favourite toy is a small, red ball.

Sadiq's parents live in Rajshahi.

South Korea's economy is growing.

Singular or plural

We use *'s* when the possessor is singular.

Marie's mother is going to Chattogram.

We also use *'s* when the possessor is a plural noun that does not end in *s*.

The People's Republic of China

My cousin writes children's books.

When a plural noun ends in *s*, we put the apostrophe after the *s* (*s'*).

This is a picture of my parents' house.

Our friend's new car is red. She just got it yesterday.

Our friends' new car is red. They just got it yesterday.

When a singular noun ends in *s*, we generally use *'s*.

James's brother-in-law is German.

He has a collection of Dickens's novels.

Exercise

1. Choose the correct option to complete the sentence.

a. In Uruguay, the _____ begins in December.

- i. Summer ii. summer

b. The _____ of Croatia works in Zagreb.

- i. President ii. president

c. My _____ favourite holiday is Christmas.

- i. children's ii. childrens'

d. _____ time to go home now.

- i. It's ii. Its

e. Are you going to be with your family for _____?

- i. Holi ii. holi

f. Anne-Marie speaks _____ really well.

- i. Italian ii. italian

g. Adiya is staying at her _____ house while they are on holiday.

- i. parent's ii. parents'

h. _____ family live in Khulna.

- i. Jamie's ii. Jamies'

2. Choose the correct option to complete the sentence.

a. Her birthday is on 24 _____.

- i. June ii. june

b. They enjoy _____ films.

- i. Iranian ii. iranian

c. We always go out for _____ food on Saturday night.

- i. Asian ii. asian

- d. All ___ accessories are on sale today.
i. women's ii. womens'
- e. My best ___ apartment is really expensive. I don't know how he can afford it.
i. friend's ii. friends'
- f. ___ you heard? He moved back to Panama.
i. Have'nt ii. Haven't
- g. Don't worry, ___ no problem. I don't need it until tomorrow.
i. It's ii. Its
- h. That's not a church – it's a ___ temple.
i. Hindu ii. hindu

Reference: British Council



md mamun ur rahman rana