



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

Sreerumpur, Rajpara, Rajshahi 6000

**Class 4**

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## 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*



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