

Write the Right Way



Be Correct

Punctuation Marks

Apostrophes A mark with meaning

1

**MAKING A
CONTRACTION**

Examples:

- **Do not** becomes **don't**
- **He would** becomes **he'd**

2

**INDICATING
POSSESSION**

Examples:

- **Diana's** email includes all the information.
- **The manager's** desk is upfront.

3

**FORMING A
PLURAL**

Examples:

- **Count by 2's**
- **Dot your i's and cross your t's.**