

Contractions and apostrophes

COMMUNICATION

LEVEL
Beginner

NUMBER
EN_BE_1126X

LANGUAGE
English





Goals

- Can recognise and understand how to use contractions and apostrophes with the verb to be
- Can form basic sentences with personal pronouns describing people in my own workplace







Preview and warm-up

- In this lesson, you will learn **contractions** of **personal pronouns** and the verb *to be*.



Julia lives in Tokyo. **She's** an engineer.



Personal pronouns

- Personal pronouns can replace direct nouns in a sentence.
- Nouns are names of people, places or things.
- Use **he** for a man, **she** for a woman and **it** for a place or thing.

Peter works in an office.	He works in an office.
Julia is a doctor.	She is a doctor.
The computer is old.	It is old.





Singular personal pronouns

- These are the **singular** personal pronouns:

I	I am a teacher.
you	You are a lawyer.
he	He is at the office.
she	She is here today.
it	It is a desk.





Capital letters



The **singular** personal pronoun **I** is always written with a capital letter.

I am Daniel and **you** are Mary. → **You** are Mary and **I** am Daniel.

He is French and **I** am German. → **I** am German and **he** is French.



Review



≠



you



Which is not a person?

you

he

she

it



Affirmative form of *to be*

- Use **to be** to talk about **name, age, nationality, jobs, adjectives** and **more**.
- These are examples of the **singular form** of **to be**.

I am	I am Alberto.
You are	You are 35.
He is	He is Spanish.
She is	She is a lawyer.
It is	It is a big office.



Affirmative form of *to be*

- These are examples of the **plural forms** of *to be*

We are	We are 28.
You are	You are women.
They are	They are in the office.





Short form of *to be*

- We use **apostrophes** to form contractions.
- Use the **short form** of **to be** in conversations and informal writing.

I am	I'm
You are	You're
He, she, it is	He's / She's / It's
You are	You're
We are	We're
They are	They're

I'm...



I'm John from Belfast.

You're...



You're in a meeting.

He's...



He's my colleague.

She's...



She's tired today.

It's...



It's a modern office.



Contracting plurals



We're a team.

They're colleagues.





Which sentence is different?

I'm fine, thanks.

They're in the office.

He's from Madrid.

We are colleagues.



Contract these sentences

1. I am from Japan.



2. You are late!



3. It is a small company.



4. We are colleagues.





Exercise

Use contractions to form these sentences

1. _____ from a small village. (I/to be)
2. _____ so good at English! (you/to be)
3. _____ my favourite colleague. (he/to be)
4. _____ on a training course in Spain. (they/to be)
5. _____ so sunny today! (it/to be)



Contracting to have

The verb **to have** can also be contracted in speech or casual written communication.

I have	→	I've
you have	→	you've
he has	→	he's
she has	→	she's
it has	→	it's
we have	→	we've
they have	→	they've



Examples of contractions of *to have*

We often use the word **got** with the contractions of ***to have***.

I've got three managers.

You've got a new job.

He's got a computer.

She's got new colleagues.

We've got lots of time.

They've got nice desks.



Careful! We use the contraction **'s** for both **has** and **is**.



Emma's colleague

- We also use **apostrophes** to talk about **possession** or a close relationship.

Emma's colleague is Andy.

Andy's office is big.

Andy's desk is empty.

Emma's computer is white.

Andy's manager's name is Kate.

Andy's book is interesting.





Complete the sentences

Use what you have learned in this lesson to complete these sentences:

1. _____ my favourite colleague. (he/to be)

2. _____ got a new computer. (we/to have)

3. _____ always late for work! (they/to be)

4. _____ ten o'clock. Time for bed! (it/to be)

5. _____ got a new project. (I/to have)



Do you understand contractions and apostrophes?

What is the meaning of each sentence?

1. She's a nice boss
2. He's got a new job.
3. Emma's lunch is on the desk.
4. I've got a good idea.
5. We're not from Germany.



Emma's colleague



Hi! I'm Emma and I'm 34 years old. I've got a lovely colleague and his name is Sandy. He's got a nice office.

Sandy's boss's name is Kate. She's my boss too and she also has a nice office!

I love when we all work together. We work hard but laugh a lot. They're so professional and we're so happy!





Answer the questions



1. What's Emma's colleague's name?
2. What kind of office does he have?
3. What's Emma's colleague's boss's name?





Speaking

I'm Mary and I'm
from Ireland.

- Talk about your colleagues.
- Use contractions.

I've got six colleagues.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise 1, p.7
I

Exercise 2, p.8
it

Exercise 3, p.18
We are friends.

Exercise 4, p.19
1. I'm from Japan. – 2. You're late. – 3. It's a small town. – 4. We're colleagues.

Exercise 5, p.24
1. He's
2. We've
3. They're
4. It's
5. I've

Exercise 6, p.27
1. Sandy
2. A nice office
3. Kate





Fill in the gaps

1. I am = _____
2. You are = _____
3. He is = _____
4. She is = _____
5. It is = _____
6. We are = _____
7. They are = _____

She's

We're

It's

They're

I'm

He's

You're



Vocabulary lists

**Check the first five words of the lesson.
Sort them into two lists.
Give your lists a name.**

List 1: _____

List 2: _____



My favourite words

**Choose five words or phrases from the lesson
and write them down in your list of *My favourite words*.**

The graphic shows a spiral-bound notebook with a light grey cover. A white sticky note with a torn bottom edge is attached to the notebook. The sticky note has the text "My favourite words" written on it. The notebook pages are lined, and the following text is written on them:

Word one

Word two

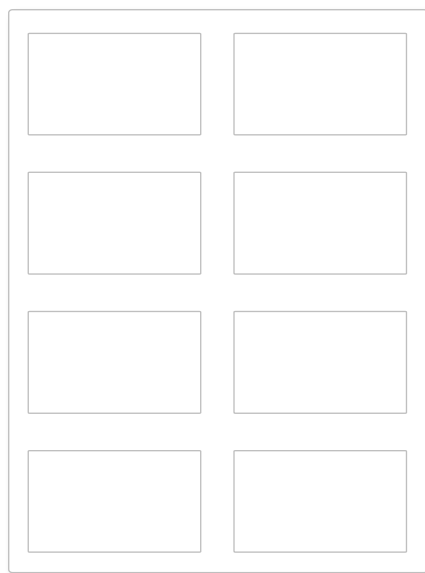
Word three

...



Make flashcards

Make flashcards out of paper and copy down four words or phrases from this lesson that are hard for you.





Sentences in the third person plural

**Choose five example sentences from this lesson.
Copy them and rewrite them about
a group of people (or using the pronoun *them*).**

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Examples:

She is a doctor

→ Hannah and James are doctors.

He speaks English and French

→ They speak English and French.

...



Homework answer key

Exercise p. 26

1. I'm - 2. You're - 3. He's - 4. She's - 5. It's - 6. We're - 7. They're



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