

‘Do not’ becomes ‘don’t’

‘Would not’ becomes ‘wouldn’t’

Note especially

‘Could have’ becomes ‘could’ve’. *not* ‘could of’

‘Might have’ becomes ‘might’ve’. *not* ‘might of’

‘Would have’ becomes ‘would’ve’. *not* ‘would of’

Because of the way the abbreviation sounds, the use of the word ‘of’ instead of the abbreviation ‘ve’ is common.

The abbreviation of ‘have’ is ‘ve’ *not* ‘of’.

Shortening words

When words are shortened, it is usual to put a full stop at the end:

abbreviation	abbr.
adjective	adj.
document	doc.
etcetera	etc.
information	info.
language	lang.

The names of **counties** are shortened in the following way and all need full stops after them:

Berkshire	Berks.
Gloucestershire	Glos.
Hampshire	Hants.