

Apostrophes and hyphens are important forms of punctuation because they indicate specific information in a sentence.

- Apostrophes show possession or ownership. They take the place of missing letters in contractions. They form the plural of letters, numbers, and signs.
- Hyphens are used with numbers from twenty-one to ninety-nine and divide words into syllables.
- Hyphens are also used to form an adjective from two other parts of speech such as *self + aware*. When they are combined, it becomes *self-aware*.

Read the following sentences. Determine if each sentence has the correct use of an apostrophe or hyphen. Mark C if the use is correct; mark IC if the use is incorrect. Then, rewrite the sentence correctly.

_____ 1. The table has lost it's leg; we need to have it repaired.

_____ 2. The people whose names' end in S need to line up here.

_____ 3. Without the use of your hands, you're limited to what you can accomplish.

_____ 4. Bethanys' talent is becoming known in the art community.

_____ 5. Read to page thirty seven; we will discuss the storyline and the conflict among characters on Monday.

_____ 6. Learning the ABCs is an important step in learning how to read.

7. Complete the following chart:

Noun	Singular Possessive	Plural Possessive
Child	child's	children's
City		
Government		
Secretary		
Man		
Individual		
Teacher		
Team		
want ad		
Policewoman		

8. Use a hyphen to divide the following terms into syllables

a. responsibility _____

b. refusal _____

c. outline _____

d. punctuation _____

9. Write a sentence that uses an apostrophe to show possession of a singular noun.

10. Write a sentence that uses an apostrophe to show possession of a plural noun.

11. Write a sentence that uses an apostrophe in a contraction.

12. Write a sentence that uses an apostrophe with plural letters, a number or sign.
