The apostrophe

1. The apostrophe is used in place of omitted letters in a contraction.
   - It’s not too late to protest the name change. \([\text{it is = it’s}]\)
   - Who’s responsible for reining in the new guy? \([\text{who is = who’s}]\)

2. The apostrophe shows that a noun is possessive.
   - The project’s new name ...
   - All our supervisors’ schedules ...
   - My supervisor’s duties ...

3. When a possessive noun ends in -s, the -s after the apostrophe may be omitted
   - But it is *always* correct to keep the -s after the apostrophe.
   - Be consistent.
     - All our supervisors’ schedules ...
     - All our supervisors’s schedules ...
The apostrophe

- Possessive pronouns do not take an apostrophe – they have no need to show possession because they are already possessive.
  - Its new name is “Operation FastBuild”!
  - Whose idea was it to ask the new supervisor, anyway?

The apostrophe

- The apostrophe is used to show that a letter or number is plural. (This is the only time an apostrophe is used to show a word is plural!)
  - The new secretary has now told everyone this morning that his son made all A’s last semester.
  - How many 0's are there in the CEO’s new salary?

The semicolon

- The semicolon is used in only two ways ...

The semicolon

- The semicolon acts as a “soft” period; it separates two main clauses not joined by a coordinating conjunction (and, but, etc.).
  - Observant managers notice problems (often before the employees do); good managers react immediately to rectify problems.

The semicolon

- The semicolon separates items in a series when at least one item contains a comma.
  - Please send copies of the attached memo to our offices in Birmingham, Alabama; Penobscot, Maine; and Springfield, Tennessee.

The serial semicolon?

- Always include the semicolon before the word and at the end of a series.
  - If the series requires a semicolon, the sentence is already difficult to read.
The colon

- The colon has a single use...

The colon

- The colon introduces a statement or a series in a sentence.
  - The new policy includes the following provision: Employees must not take personal time without consulting their supervisor at least 48 hours in advance.

The colon

- The language preceding the colon should foreshadow what follows it.
  - The new policy includes the following provision: employees must not take personal time without consulting their supervisor at least 48 hours in advance.

The colon

- The statement that follows the colon may be initial capped but need not be.
  - The new policy includes the following provision: Employees must not take personal time without consulting their supervisor at least 48 hours in advance.

The colon

- In paragraph-style text, a colon never directly follows a verb.
  - **NOT:** The new policy includes: employees must not take personal time without consulting their supervisor at least 48 hours in advance.

The colon

- A colon may follow a verb that ends the line just before a bulleted list.
  - The new cafeteria menu includes:
    - tofu stir fry
    - chicken pot pie
    - shrimp fajitas
The question mark

- The question mark signals to the reader that the sentence is a question.

  ➔ Are you ready for the meeting?
  ➔ She asked, "Is the report finished?"

The exclamation point

- The exclamation point expresses excitement or emotion. Use it infrequently when you write; it is easy to overuse this punctuation tool.

  ➔ I can hardly believe that Finals are fast approaching!
  ➔ The instructor’s response to my request for more time was a definite “No!”

The question mark

- Take care that you do not put a question mark at the end of a statement.

  ➔ She wondered whether the 30-minute session was enough time to solve the problem.
  ➔ *When* to leave is the question.

Pesky Punctuation 2:

- Apostrophe
- Semicolon
- Colon
- Question Mark
- Exclamation Point