

# SKILLS DEVELOPMENT

## GRAMMAR CORNER

Struggling with grammar? Here, *VITAL* tackles your tricky conundrums. In this edition, we look at the apostrophe.

### APOSTROPHES

You use an apostrophe when a letter (or letters) are missing. By putting in the missing letters and thinking about the meaning of the words you should find them less confusing.

Word	Meaning
<b>it's</b>	is short for it is or it has eg, <i>It's been a long, hard day at work.</i> eg, <i>When is your exam? It's tomorrow.</i>
<b>its</b>	means belonging to it eg, <i>The stock market lost 10% of its value overnight.</i> eg, <i>The company had to shed half of its workforce.</i>
<b>who's</b>	is short for who is or who has eg, <i>Who's planning to come to the meeting?</i> eg, <i>We need to decide who's best for the job.</i>
<b>whose</b>	means who does it belong to eg, <i>Whose jacket is this?</i> eg, <i>Whose house are we going to?</i>
<b>you're</b>	is short for you are eg, <i>You're always late for the start of the class.</i> eg, <i>If you're going to the event, you need to be there by 10 o'clock.</i>
<b>your</b>	means belonging to you eg, <i>Is this your study manual?</i> eg, <i>Is this where your office is based?</i>

Word	Meaning
<b>they're</b>	is short for they are eg, <i>They're waiting for us downstairs.</i> eg, <i>I've heard that they're delighted with your report.</i>
<b>their</b>	means belonging to them eg, <i>Their work is excellent.</i> eg, <i>On reflection, their reaction to this news was understandable.</i>
<b>there</b>	means in that place or is used in phrases such as there is or there are eg, <i>The exam hall is over there.</i> eg, <i>There are lots of cars on the road.</i>
<b>we're</b>	is short for we are eg, <i>We're going on holiday next week.</i> eg, <i>This project is important and we're hiring extra staff to help.</i>
<b>were</b>	is part of the past tense of the verb to be eg, <i>We were students between 1999 and 2002.</i> eg, <i>As soon as we were all in the room, they told us the good news.</i>