

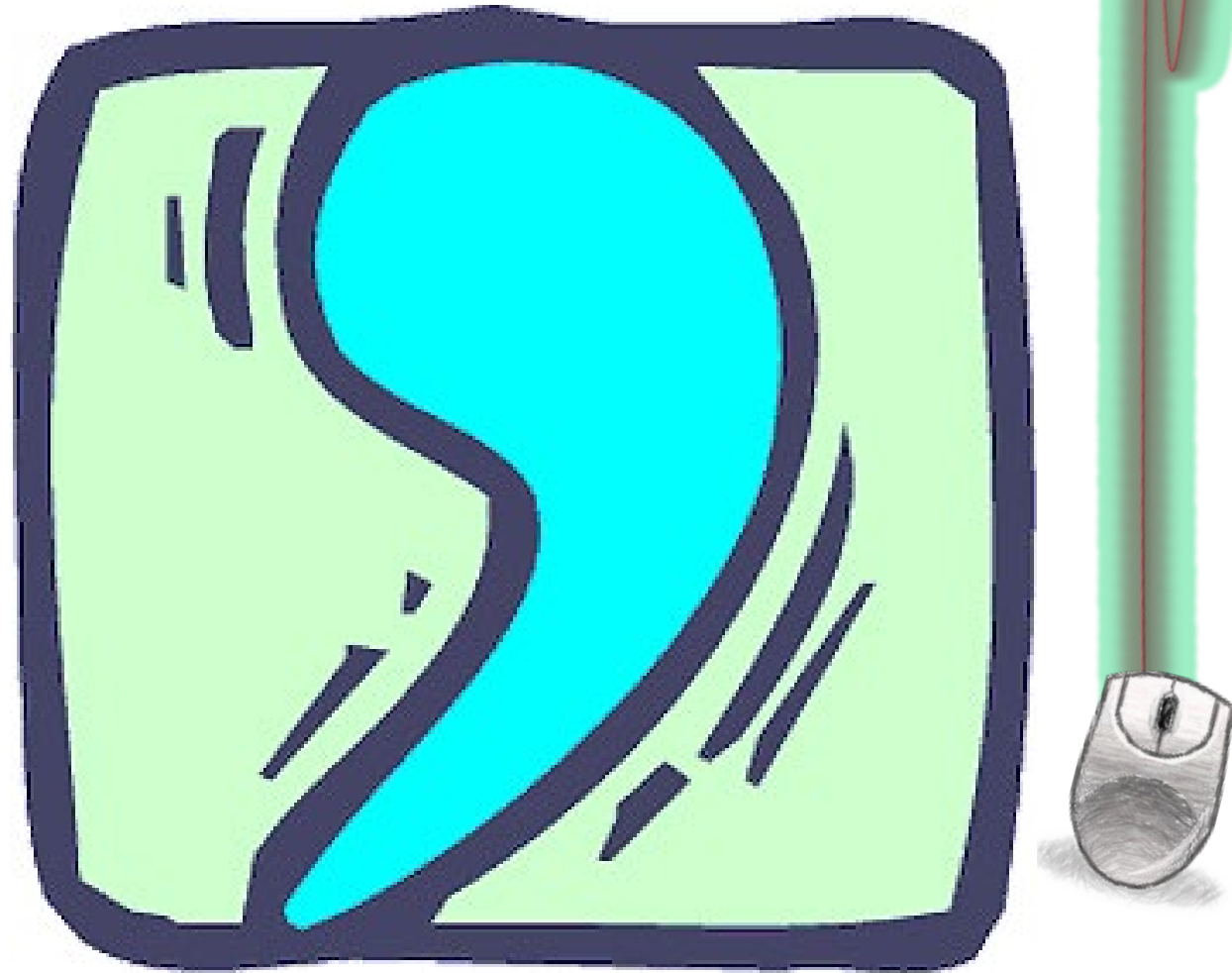


WRITING SKILLS – CONTRACTIONS AND COMMON ERRORS

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CONTRACTIONS

- A contraction is when more than one word is combined with another to form a shortened form of a spoken or written word, syllable or word group.
- Created by omission of letters or sounds.
- Example: the words 'you' and 'are'. Instead of saying "you are" it is possible to use the short form of you're
- An apostrophe indicates missing letters.
- Other examples: should've, would've, don't, won't, haven't, hasn't



WE'RE, WE'VE

We're ... Short form of WE ARE

- Example: We're working hard.
- In other words: We are working hard.

We've ... Short form of WE HAVE

- Example: We've done it all.
- In other words: We have done it all.



CAREFUL - COMMON MISTAKES

should've is short for 'should have'
NOT 'should of'

- This: "We **should've** gone by train."
- Or this: "We **should have** gone by train."
- **NOT** this: "We should **of** gone by train."

would've is short for 'would have'
NOT 'would of'

- This: We **would've** been better on the train.
- Or this: We **would have** been better on the train.
- **NOT** this: We **would of** been better on the train.

could've is short for 'could have'
NOT 'could of'

- This: We **could've** caught the train.
- Or this: We **could have** caught the train.
- **NOT** this: We **would of** caught the train.



CAREFUL - COMMON MISTAKES

it's is short for 'it is' and should not be confused with ... its

- This: My ruler is a foot, **it's** twelve inches.
- Or this: My ruler is a foot, **it is** twelve inches.
- **NOT** this: My ruler is a foot, **its** twelve inches.

its is a word by itself, no letters missing, it is a possessive pronoun, meaning something belonging, an object or person without gender acknowledged.

- This: The spider was moving **its** eight legs.
- Not this: The spider was moving **it's** eight legs.
- Remember, it's means 'it is', so its use is wrong.



MORE SHORT FORM CONTRACTIONS

don't	do not	didn't	did not
isn't	is not	hasn't	has not
it's	it is	haven't	have not
he's	he is	won't	will not
she's	she is	wouldn't	would not
they've	they have	couldn't	could not

