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Apostrophes at Work: Contractions, Possessives, and Plurals

Easy | Medium | A2 | Elementary | Pre-intermediate | B1 | Intermediate | Apostrophe | Negation | Noun | Possessive | Pronoun | Punctuation

1. Help our frantic project manager fix his typos before he hits send! Select ALL the chat messages that use apostrophes perfectly.

Select all that apply.

- **A)** I'm reviewing the new KPIs, and it's clear we need a new strategy.
- **B)** Im reviewing the new KPI's, and its clear we need a new strategy.
- **C)** The team's taking a short break because the APIs aren't responding.
- **D)** The teams taking a short break because the API's arent responding.

2. The HR manager is rushing to type out a quick reminder about resignation policies, but her punctuation is a bit tangled.

Select the option that has perfect grammar and punctuation.

Select one.

- **A)** When an employee gives two weeks notice, its important to schedule their final 1:1's.
- **B)** When an employee gives two week's notice, it's important to schedule their final 1:1s.
- **C)** When an employee gives two weeks' notice, its important to schedule their final 1:1s.
- **D)** When an employee gives two weeks' notice, it's important to schedule their final 1:1s.

3. Help the stressed event coordinator by dragging the correctly punctuated words to complete her message.

I hope everyone is ready for _____ big VIP event. The catering staff said they _____ be able to set up the buffet until noon. Please review the _____ document if customers ask about parking. Finally, we need to make sure all five _____ gift bags are placed on their respective seats before the doors open.

Choose the correct option for each gap.

Blank 1

- **A)** todays
- **B)** todays'
- **C)** today's

Blank 2

- **A)** wont
- **B)** wo'nt
- **C)** won't

Blank 3

- **A)** FAQ's
- **B)** FAQ
- **C)** FAQs

Blank 4

- **A)** client's
- **B)** clients
- **C)** clients'

4. Proofread this developer's quick chat message so the grammar bugs don't crash the conversation. Select the correctly punctuated word for each blank.

Hey! _____ wrapping up the new _____ for the mobile app.

Unfortunately, one _____ server _____ seem to be responding. I'll need _____ time to fix all the bugs, so let's update our _____ accordingly on the dashboard.

Choose the correct option for each gap.

Blank 1

A) Im
B) I'm
C) I'am

Blank 2

A) API's
B) APIs
C) APIs'

Blank 3

A) clients
B) client's
C) clients'

Blank 4

A) doesnt
B) doesn't
C) does'nt

Blank 5

A) two weeks
B) two week's
C) two weeks'

Blank 6

A) KPI's
B) KPIs
C) KPIs'

5. An HR manager is typing a quick email about a departing employee. Select ALL the sentences that correctly apply apostrophes for time and possession.

Select all that apply.

A) Sarah gave her two weeks' notice before today's meeting.
B) Sarah gave her two week's notice before todays meeting.
C) I will reassign both clients' portfolios to the new manager.
D) I will reassign both client's portfolios to the new manager.

6. Your coworker just panic-typed a messy Slack message about a tech issue: *"I cant believe the new APIs are down! Its going to ruin todays meeting."*

Help them out by choosing the option that perfectly fixes all the missing and incorrect apostrophes!

Select one.

A) I can't believe the new API's are down! Its going to ruin today's meeting.
B) I cant believe the new APIs are down! It's going to ruin todays meeting.
C) I can't believe the new APIs are down! It's going to ruin today's meeting.
D) I can't believe the new APIs' are down! It's going to ruin todays' meeting.

7. Help the office manager fix her hastily typed message before she hits send! Select the correctly punctuated word for each blank.

Hi everyone, _____ almost time for _____ afternoon meeting.

Please remember that all our _____ feedback forms are due tomorrow. I _____ be able to attend the review session, but the _____ presentation is ready to go.

Finally, please make sure the coffee machine has all _____ parts cleaned before you leave!

Choose the correct option for each gap.

Blank 1

A) its
B) it's
C) its'

Blank 2

A) todays
B) today's
C) todays'

Blank 3

- **A)** clients
- **B)** client's
- **C)** clients'

Blank 4

- **A)** wont
- **B)** won't
- **C)** won't'

Blank 5

- **A)** teams
- **B)** team's
- **C)** teams'

Blank 6

- **A)** it's
- **B)** its
- **C)** its'

8. The customer support team is rushing to send a quick update to their users. Select ALL the sentences that correctly use (or omit) apostrophes.

Select all that apply.

- **A)** It's important to update the FAQs so the system doesn't crash.
- **B)** Its important to update the FAQ's so the system doesnt crash.
- **C)** The company is updating its website, but it won't take long.
- **D)** The company is updating it's website, but it wont take long.

9. Drag the correctly punctuated words to fix this hasty project manager's chat message.

The new app is great, but we still need to fix _____ connection to the main server. Please check the _____ shared folder for the updated documentation. We _____ want to delay the launch any further. Make sure all the _____ are working perfectly before tomorrow morning!

Choose the correct option for each gap.

Blank 1

- **A)** it's
- **B)** its'
- **C)** its

Blank 2

- **A)** teams
- **B)** teams'
- **C)** team's

Blank 3

- **A)** dont
- **B)** do'nt
- **C)** don't

Blank 4

- **A)** API's
- **B)** APIs'
- **C)** APIs

10. A frantic event planner is texting her assistant about *three* very demanding VIP clients.

Choose the grammatically correct version of her message.

Select one.

- **A)** The client's demands are getting out of hand, and the team doesnt know what to do.
- **B)** The clients' demands are getting out of hand, and the team doesn't know what to do.
- **C)** The clients demands are getting out of hand, and the team doesn't know what to do.
- **D)** The clients' demands are getting out of hand, and the team does'nt know what to do.