

Can I understand how to  
correct contractions?

# Fast 5

Can you punctuate the following speech sentences properly?

1. how long will the wait be for our table to be ready asked the customer
2. I can't believe you dropped the ice cream on her head
3. i would like a refund requested the customer

## Speech sentences checklist:

- 1) Open inverted commas “
- 2) Start your sentence with a capital letter
- 3) Write the words that are being said out loud
- 4) Finish your speech with a piece of punctuation ,!?
- 5) Close inverted commas ”
- 6) Add the reported clause
- 7) Finish your sentence with a full stop

Answers on the next slide

# Fast 5

Can you punctuate the following speech sentences properly?

1. “How long will the wait be for our table to be ready?” asked the customer.
2. “I can’t believe you dropped the ice cream on her head!” shouted the man.
3. “I would like a refund,” requested the customer.

## Speech sentences checklist:

- 1) Open inverted commas “
- 2) Start your sentence with a capital letter
- 3) Write the words that are being said out loud
- 4) Finish your speech with a piece of punctuation ,!?
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- 7) Finish your sentence with a full stop

# Contractions

Contractions are when we take two words, and combine them into one using an apostrophe.

E.g.

has + not

becomes hasn't

# Contractions

Contractions are when we take two words, and combine them into one using an apostrophe.

E.g.

I + am

becomes I'm

## Contractions in letters

In an informal letter, it is acceptable to use contractions.

In a formal letter it is **not acceptable** to use contractions.

Have a look at the following sentences and change the contractions to make the writing formal.

I'm writing to you to inform you that I wasn't impressed with the service that I received.

I'm writing to you to inform you that I wasn't impressed with the service that I received.

I am writing to you to inform you that I was not impressed with the service that I received.

I am very unhappy that I haven't received a reply,  
and I'll be taking the matter further if I don't  
receive one in the next week.

I am very unhappy that I haven't received a reply, and I'll be taking the matter further if I don't receive one in the next week.

I am very unhappy that I have not received a reply, and I will be taking the matter further if I do not receive one in the next week.