

Mr Romance's Grammar Cheat Sheet

Problem area	Correct	Incorrect
Apostrophes		
Apostrophes for contractions		
You're = You are	You're wonderful.	Your wonderful.
Your = You own something.	This is your life.	This is you're life.
They're = They are	They're wonderful.	Their/there wonderful.
Their = They own something.	This is their home.	This is they're/there home.
The 1960s	The '60s .	The 60's / the 60s.
She is 20 - 29 years old.	She's in her 20s .	She's in her 20's .
Apostrophes for possession		
Brian's = Brian owns something. Apostrophe before the s	This is Brain's turkey sub.	This is Brians turkey sub. This is Brians' turkey sub.
The shop's = One shop owns something. Apostrophe before the s	This is the shop's display.	This is the shops display. This is the shops' display.
The shops' = Two shops own something. Apostrophe after the s	These are the shops' displays.	These are the shops displays. These are the shop's displays.
Women's, children's, mice's etc When automatically plural words own something. Apostrophe before the s	The women's shoes.	The womens shoes. The womens' shoes.
it's = it is Apostrophe before the s	It's a lovely day.	Its a lovely day.
its = it owns something. No apostrophe	This is its hiding place.	This is it's hiding place. This is its' hiding place - this example is impossible.
Other apostrophe problems		
CDs, DVDs = Plural acronyms No apostrophe	This place has so many CDs, ATMs, RBTs .	This place has so many CD's / CDs', ATM's / ATMs'...
Other plurals - no apostrophe	I want to eat two pizzas .	I want to eat two pizza's / pizzas' .
Everyday vs every day		
Everyday = a commonplace item. Comes before the object you're describing and is one word .	This is my everyday hat.	This is my every day hat.

Every day = something that happens each and every day. Comes after the object you're describing and is two words .	I love this hat. I wear it every day .	I love this hat. I wear it everyday .
Commas		
<i>How are you, Bob?</i> = Use a comma when directly addressing someone.	I know, Mum. = I understand and agree with you.	I know Mum. = I am aware of a person called Mum.
'if' sentences show cause and effect. A comma in the middle shows where the 'cause' ends and where the 'effect' begins.	If I were rich, I would live on my own private island.	If I were rich I would live on my own private island.

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