

What Is a Contraction?

Contractions are the shortened forms of words. They are formed when two words are joined together by replacing one or more letters with an apostrophe (').

Contractions are usually used in oral and informal communication; however, they should best be avoided in formal documents and articles as they lend a very casual tone to the writing.

The following table provides some examples of contractions; the contracted forms of the words are in the first column and their expanded forms are in the second.

Contraction	Expanded form
Doesn't	Does not
Don't	Do not
Wouldn't	Would not
Isn't	Is not
Can't	Cannot
O'clock	Of the clock
Won't	Will not
Shouldn't	Should not

Example 1

Incorrect: We **couldn't** submit the project proposal last month.

Correct: We **could not** submit the project proposal last month.

Example 2

Incorrect: The test **wasn't** graded properly.

Correct: The test **was not** graded properly.