



USE THE RIGHT WORD

Accept = to receive: "I accept your apology."
Except = to exclude: "I brought the books you asked for, except <i>Jane Eyre</i> ."
Affect = to influence something (verb) -- "The movie didn't affect me at all."
Effect = result or outcome (noun) -- "The effect of not wearing a seatbelt can be fatal."
Effect = to bring about or cause (verb) -- "The doctor tried to effect a change in my diet."
Among = Compared to many -- "The cake was shared among the 12 guests."
Between = Compared to two -- "The cake was shared between the two guests."
Amount = non-discrete quantities -- "Does anyone know the amount of water in the ocean?"
Number = discrete quantities -- "What is the number of ounces in the cup?"
Can = Ability -- "I can drive a car."
May = Permission -- "Dad, may I drive the car tonight?"
Might = Possibility -- "I might go to the picnic or I might not."
Will = Definite = "I will go to the picnic."
Continual = close recurrence: "Mark's absences are continual."
Continuous = constant: "The noisy music next door has been continuous for two days."
Ensure = to guarantee: "Using the right words ensures more professional business documents."
Insure = to protect against loss: "Our home is insured against floods."
Assure = to promise: "I assure you, the amount is correct."
Fewer = countable number -- "fewer than a dozen pages" -- takes a plural noun
Less = uncountable quantity -- "less water in the vase" -- takes a singular noun
In = inclusion; located within something
On = in contact with and supported by something
It's = a contraction for it is: "It is cold today."
Its = possessive form of it: "The dog ate its kibble."
Principle = code or standard: "Leaders must stand firm on their principles."
Principal = primary person: "John Black is the principal of my son's elementary school."
Stationary = fixed in position: "Buildings are stationary."
Stationery = paper and envelopes: "I am almost out of stationery."
Than = indicates comparison: "Marjorie is younger than I am (young)."
Then = at that time or next in time: "I ate a piece of cake, then I had a cup of coffee."
That = introduces essential information: "The mystery book that is on the third shelf is mine" means more than one mystery book is on the shelf, and mine is the one on the third shelf.
Which = introduces nonessential information: "The mystery book, which is on the third shelf, is mine" means only one mystery book, and it is mine.
Their = possessive form of they. "Their books are overdue at the library."
There = avoid using. Do not write: "There are three books on the shelf." Write: "Three books are on the shelf."
They're = contraction for they are. "They're late again" meaning "They are late again."
Your = possessive form of you
You're = contraction for you are