

accept (v) - to receive
except (v) - to leave out
except (prep) - excluding

accordance - in accordance with
according - according to

affect (v) - to influence
effect (v) - to accomplish
effect (n) - result

almost (adv) - almost all
most (n) - most of

all of - of is unnecessary
all of us - of used when followed by a pronoun

all right - two words

allusion - an indirect reference
delusion - a misconception
illusion - a deceptive or false appearance
elusion - an evasion

already - by this time or previously
all ready - wholly or completely ready

altogether - entirely
all together - in a group

amount - refers to bulk or mass
number - refers to individuals or units

anyone) - write as one word when accent is on
anyway) - any
any one) - write as two words when stress falls
any way) - on last syllable or is equal

approximately - suggests accuracy
about - vague

as . . . as - used in comparisons
so . . . as - used in negative comparison

at - indicates place where or position
to - implies motion toward

a total of - unnecessary when amount is given

balance - essentially a term used in bookkeeping
remainder - something left over

besides - in addition to
beside - by the side of

between - when referring to two objects
among - always refers to more than two

can - denotes ability or power
may - denotes permission

cannot - more common form
can not - sometimes used to gain emphasis

canvas - cloth
cavass - solicit

capital - city, wealth
capitol - building

caret - mark of omission
carat - a unit of weight

circuitry - imprecise, use circuit or circuits

coarse - not fine, rough
course - a unit of instruction, a way, a passage,
natural order

compare to - process of establishing similarities or
likenesses
compare with - to examine two or more items in
detail

complement - that which completes
compliment - praise

compose - parts compose a whole
comprise - a whole comprises its parts

council - assembly
counsel - advice
counsel - to advise
consul - an official

continuous - without interruption
continual - frequently repeated

decent - moral
descent - a going down
dissent - disagreement

desert - barren waste
desert - to abandon
dessert - rich food

device - noun
devise - verb

differ from - sense of exhibiting a difference
differ with - sense of having a difference of opinion
different from - correct form (not different than);
different indicates that the distinction is one of kind (from),
never one of degree (than)

disinterested - impartial
uninterested - not interested

due to - resulting from, attributable to
because of - by reason of, owing to, for the reason that

each other - refers to two persons or things
one another - refers to three or more

eminent - distinguished
imminent - impending

fewer - refers to number
less - to quantity or degree

foreword - preface
forward - advance

formally - in a formal manner, properly
formerly - previously

former, latter - refers to the first and last named
of two

first, last - refers to items in a series

further, furthest - to indicate degree, quantity, or
time; further also means additional

farther, farthest - to indicate physical distance

good (adj) - do not use good to modify a verb
well (adv)
well (adj) - when used to mean healthy, neatly
dressed, or satisfactory

imply - to suggest
infer - to interpret, to indicate

in - to express location
into - after words expressing motion

inclose - incorrect form of enclose
enclose - surround, envelop

increment - increase
decrement - decrease

insure - financial sense
ensure - make sure, assure

in close proximity to - incorrect, redundant; use
near, close, or in proximity

irregardless - an incorrect combination of irre-
spective and regardless

is accomplished by)
is achieved by) weak phrases,
is designed to) use direct verb
is necessary that)

its - possessive of it
it's - contraction of it is

kind, sort - these are singular
kind of, sort of - colloquialisms when used in
place of such adverbs as some-
what, somehow, and rather;
eliminate the article a or an
after kind of or sort of

later - indicates time
latter - refers to the second of two things men-
tioned

learn - to acquire knowledge
teach - to give out knowledge

leave - to depart

let - to allow or permit

lie - to recline, rest

lay - to put, place

like - preposition

as - usually a conjunction

lose - to suffer loss, be deprived of

loose - free, to set free

much - denotes quantity

many - number

of - do not use in place of have

off - do not use of or from with off

only - solely, merely, simply (placement in sentence determines meaning)

onto - use preferably on, upon, or to

ordinance - law

ordnance - military weapons and associated equipment

over - do not use when meaning more than

personal - individual, private

personnel - staff, persons

practicable - capable of being put into practice

practical - valuable in actual practice, useful not theoretical

precede - to go before

proceed - to go forward

principal - head, main, school official

principle - rule, doctrine

proved - preferred past participle of prove, more common usage

proven - sometimes used where rhythm is more comfortable with two syllables

provided - a conjunction meaning if or on condition that

providing - a transitive verb

range - to change or differ within limits

vary - to change or differ

respectfully - full of respect

respectively - each in order given; usually redundant

rise - upwards direction

raise - to force in an upward direction

sight - a view

site - a location

cite - to quote

since - do not use as a substitute for because

sit - to rest

set - to put

stationary - fixed position

stationery - paper

such as - do not follow with etc.

such - when relative clause follows, it must be introduced by as . . . conduct such programs as may be . . .

- must be followed by a result clause introduced by that

. . . was such a storm that I decided to remain indoors.

superior, inferior - these words should be followed by to and not by than

than - a conjunction used in comparison

then --an adverb expressing time

the purpose of - weak phrase, use direct verb

through - never thru, except in tabular matter

to - a preposition

too - an adverb meaning also or expressing degree

two - a numeral

to provide)

will provide)

provides a means of)

- weak phrases,

- use a direct verb

unique - means having no equal; should not be used with more, most, very, etc.

United States - the definite article the should always precede this proper noun, which is singular when it refers to the nation and plural when it refers to the states

up - do not use up after simple verbs that are complete in meaning within themselves; use close, open, settle, and so on rather than close up, open up, and settle up

while - means at the same time; should not be used for and, but, though, or whereas

who - refers to persons or to animals of distinction

which - used in parenthetical clauses and following prepositions

that - used in restrictive clauses

whose - possessive pronoun

who's - contraction of who is

would have - frequently misused for had

your - possessive pronoun

you're - contraction of you are