

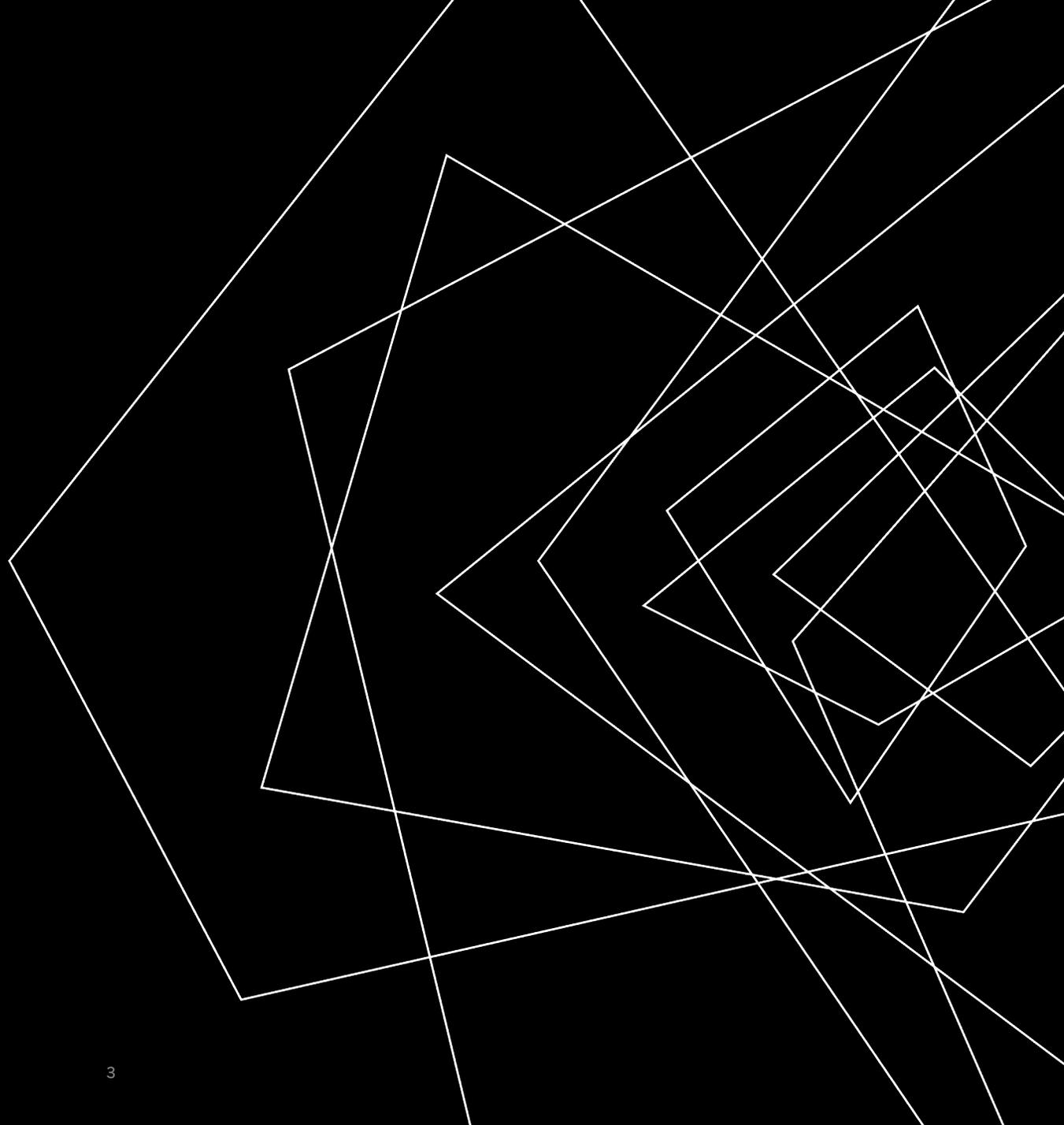
WORD OF THE DAY

Figuratively Simplifies
Simplistic Literally
Classic
CLASSICAL
Affect
Effect
Lie Lay
Than Then
EXCEPT Accept
Everyday Further
Every Day
Complimentary **Farther**
Complementary They're
They're There Their
Infer *imply*
Irregardless Regardless

A collection of thin, black, overlapping lines forming various geometric shapes and polygons, primarily located in the upper left and center of the page.

SCRIBBLRS HAS CREATED A CHEAT SHEET OF THE FIFTY MOST MISUSED WORDS IN THE ENGLISH LANGUAGE. YOU CAN KEEP IT NEAR YOUR DESK FOR EASY REFERENCE OR USE IT TO IMPRESS YOUR FRIENDS AND RELATIVES... IF YOU'RE INTO THAT KIND OF THING. 😊

LITERALLY
OR
FIGURATIVELY



LITERALLY

Exactness, Reality, What IS with no metaphorical or symbolic meaning.

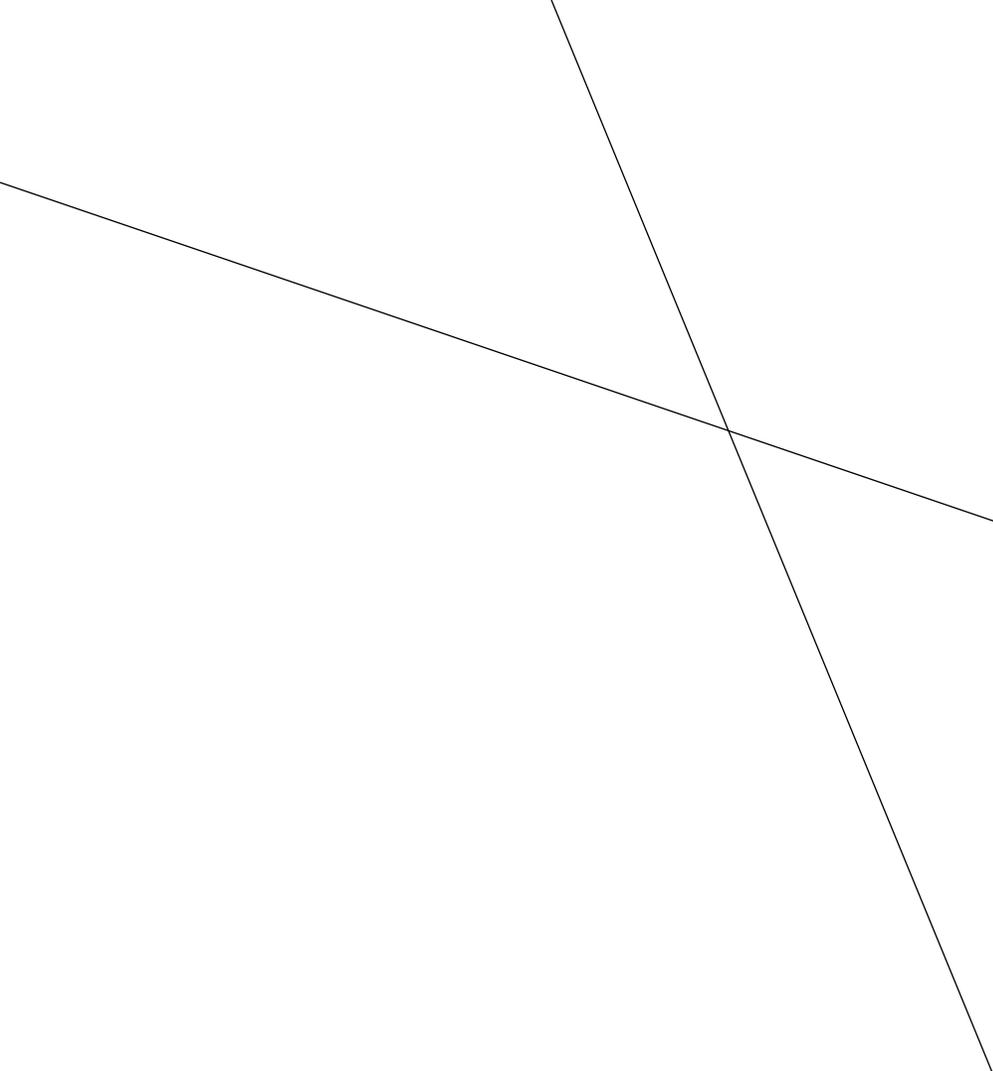
“Although you may not *literally* know everything there is to know about sports, you can probably tell us *literally* everything that happened during the last play.”

FIGURATIVELY

Figuratively refers to a metaphorical or hyperbolic meaning. Figuratively has room for interpretation or exaggeration.

It's typically metaphorical and not literal, which is a key difference in common usage between figuratively and literally. Except for one little annoying part of figurative: it can also mean "represented by a figure, drawing, sculpture, or emblem," so figuratively has a very special literal meaning as well!

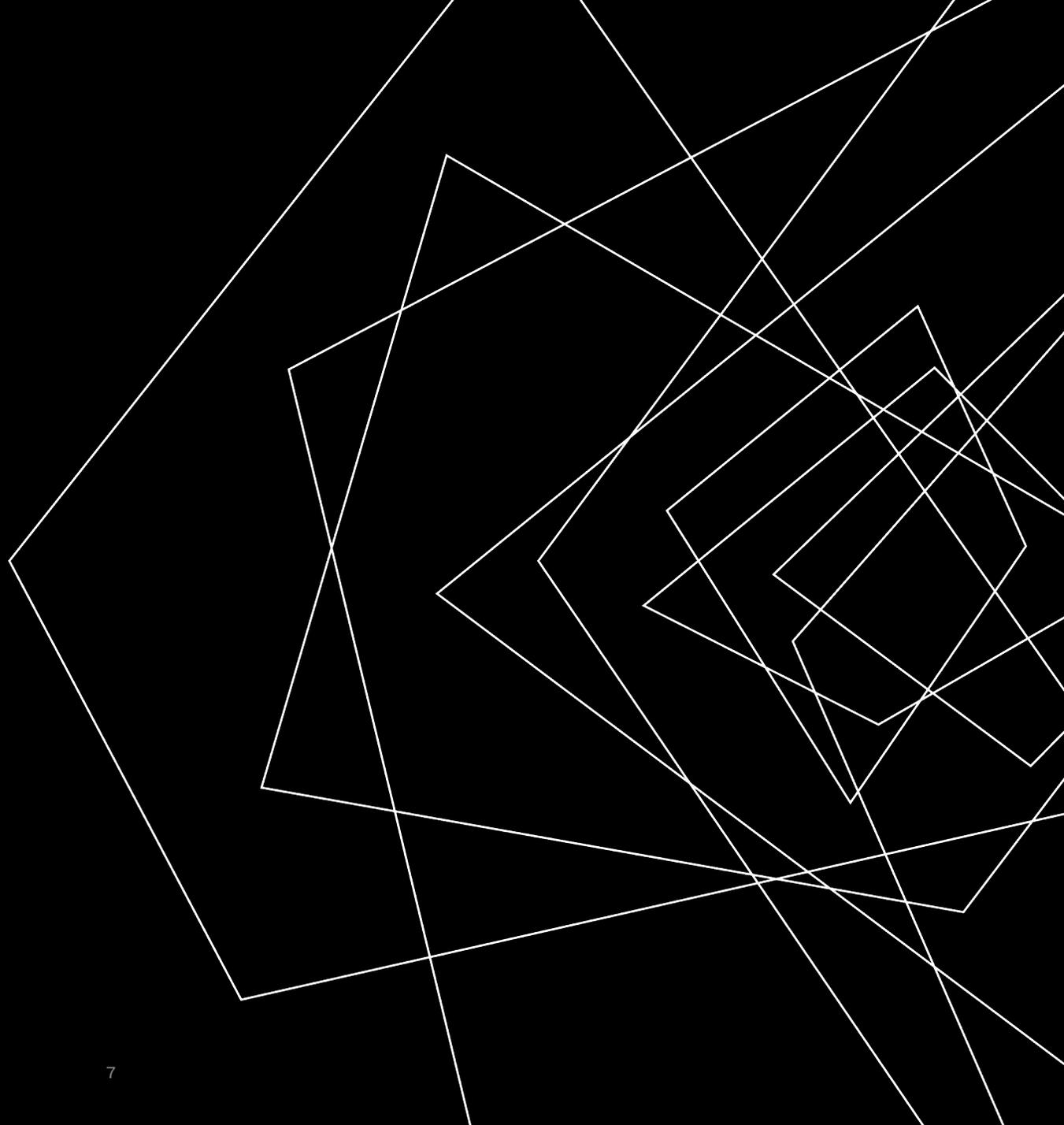
So, while you may be so happy that you want to *figuratively* shout from the rooftop, you would only use *literally* if you were actually standing on the roof and screaming with joy.



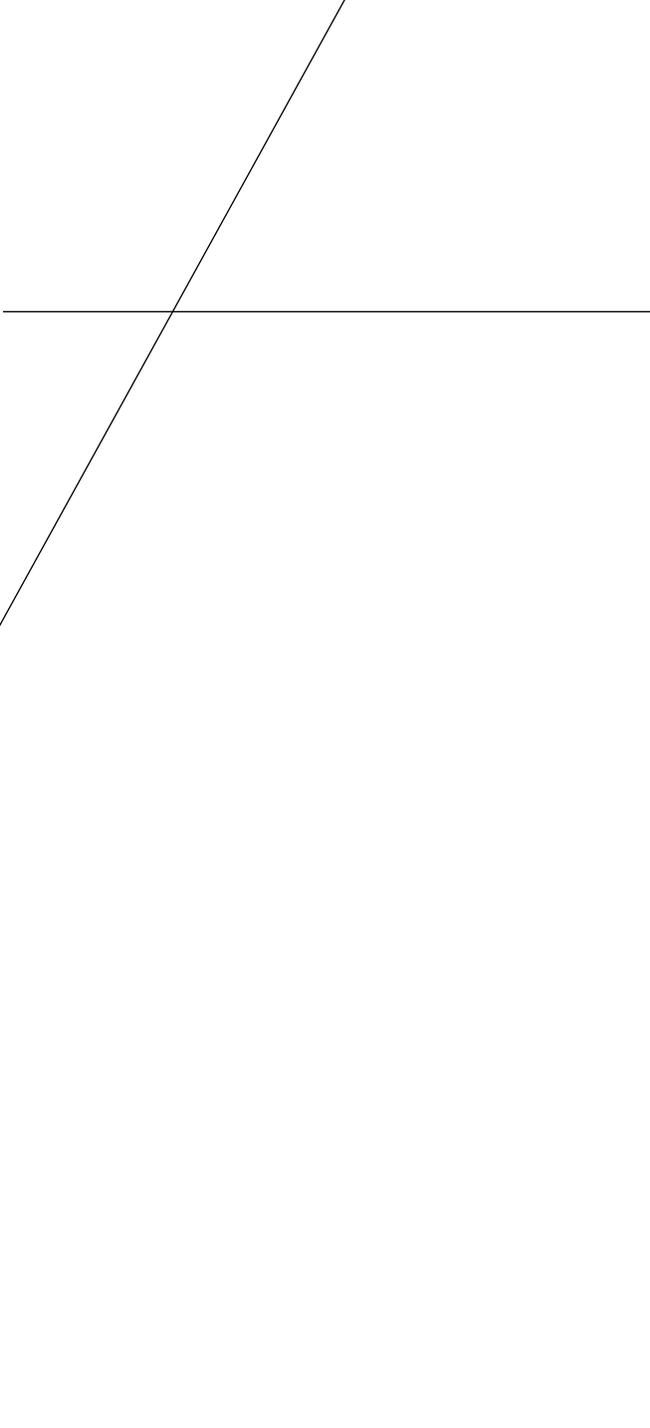
SUMMARY

Use *figuratively* for idioms or exaggerations, and *literally* when there is no change from the dictionary definition of the words.

SIMPLIFIED
OR
SIMPLISTIC



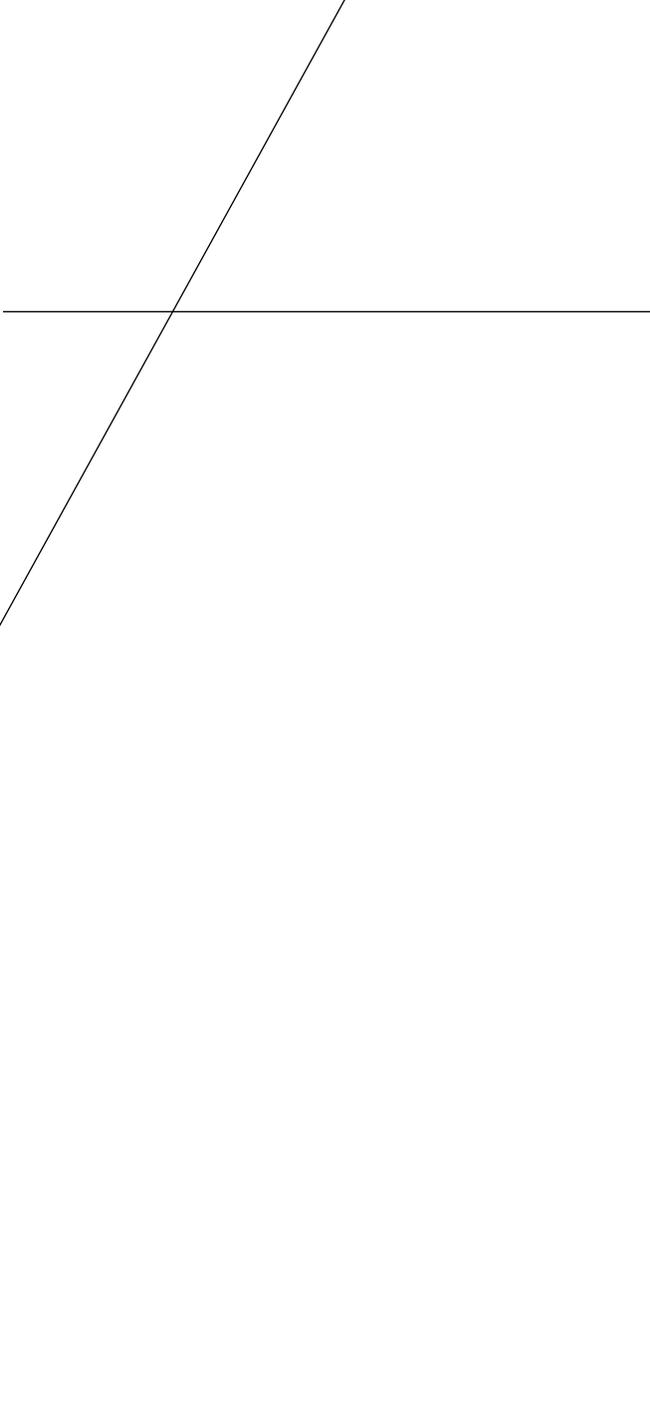
SIMPLIFIED



Simplified is a purposeful action to get to the essence or core of a subject or object. To simplify something, one needs to know that subject or object well enough to understand what about it is essential. That knowledge will, in turn, reveal what may be trimmed away or discarded.

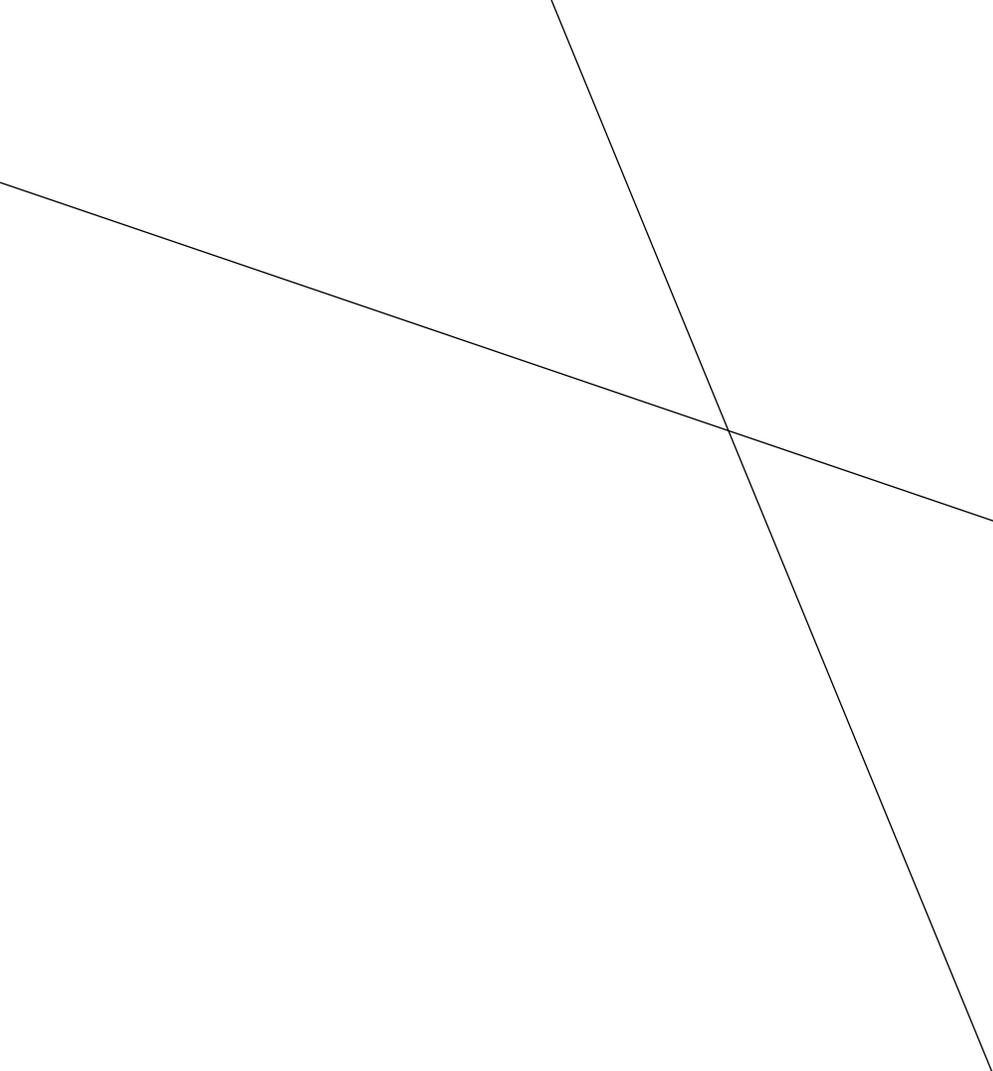
The concept of Form Follows Function is one method of meaningful simplification.

SIMPLISTIC



False simplicity, shallow, omitting or ignoring complicating factors and details as a result of incomplete understanding or knowledge of the subject or object being considered.

Making something complicated *seem* simple by ignoring details and important facts.



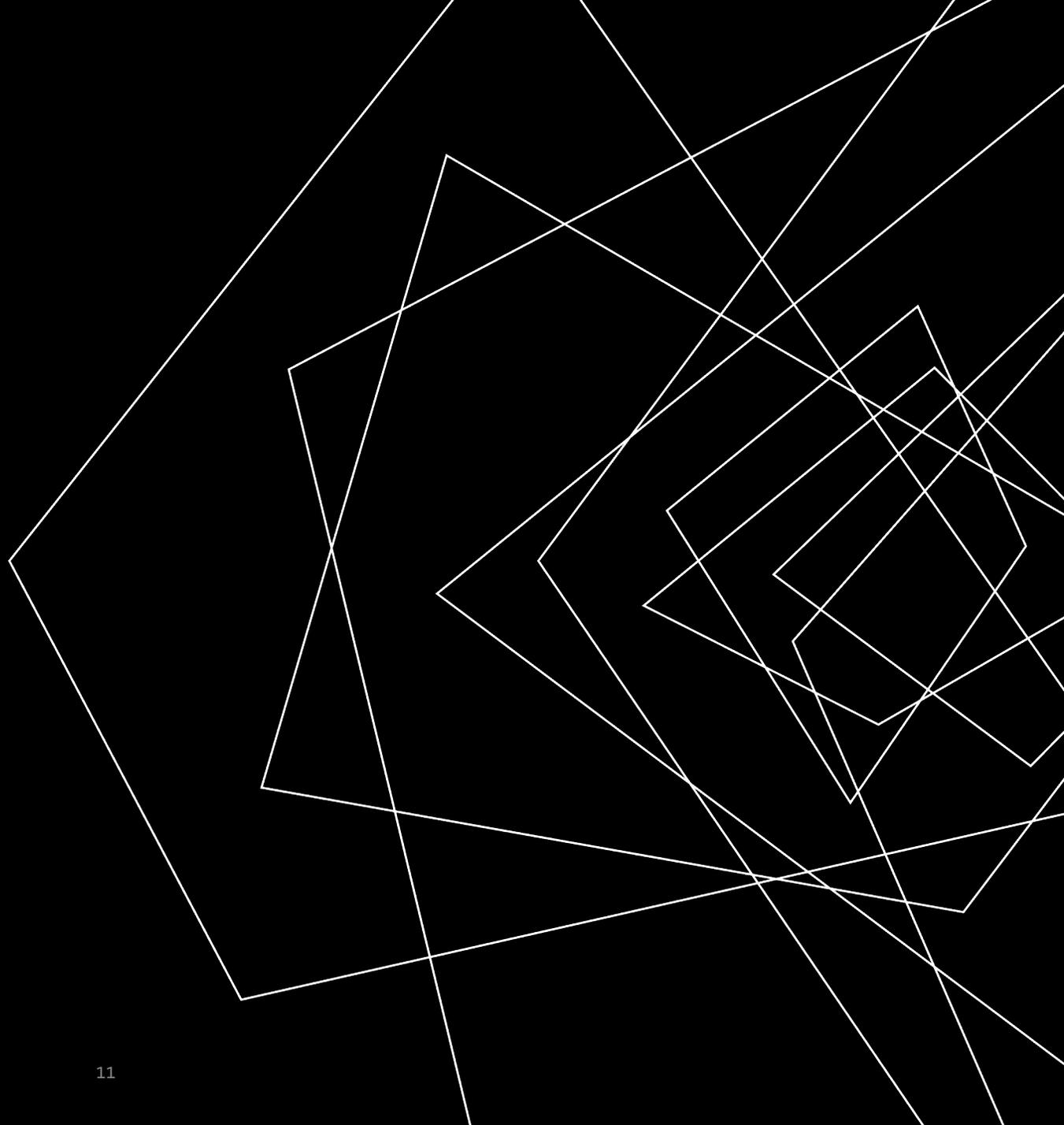
SUMMARY

Simplified is a purposeful action to get to the essence or core.

Simplistic is without serious consideration of important information.

They are NOT interchangeable

CLASSIC
OR
CLASSICAL



CLASSIC

A classic is an outstanding example of a particular style; something of lasting worth or with a timeless quality; of the first or highest quality, or rank— something that exemplifies its class.

The word can be an adjective (a classic car) or a noun (a classic of English literature). It denotes a particular quality in art, architecture, literature, design, technology, or other cultural artifacts. In commerce, products are named 'classic' to denote a long-standing popular version or model, to distinguish it from a newer variety. Classic is used to describe many major, long-standing sporting events. Colloquially, an everyday occurrence (e.g. a joke or mishap) may be described in some dialects of English as 'an absolute classic'.



Relating to the ancient Greek and Roman world and especially to the literature, art, architecture, or drama

Varied in the classics, a classical scholar

Relating to music of the late 18th and early 19th centuries characterized by an emphasis on balance, clarity, and moderation

Relating to, or being music in the educated European tradition that includes both forms of art song, chamber music, opera, and symphony & distinguished from folk or popular music of 19th

Relating to a form or system considered of first significance in earlier times — classical mechanics, classical music, classical physics

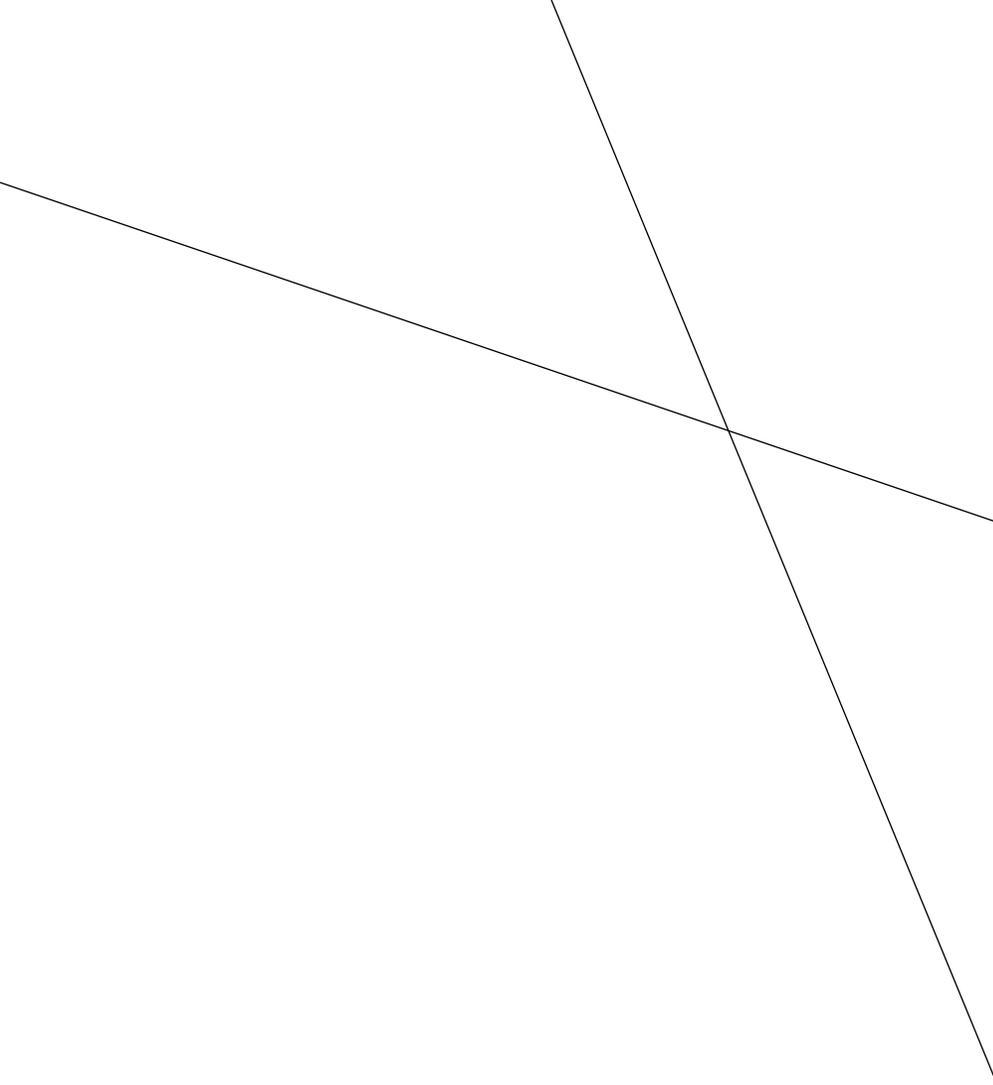
Not involving relativity, wave mechanics, quantum physics

Conforming to a pattern of usage sanctioned by a body of literature rather than by everyday speech

Concerned with or giving instruction in the humanities, the fine arts, and the broad aspects of science

CLASSICAL

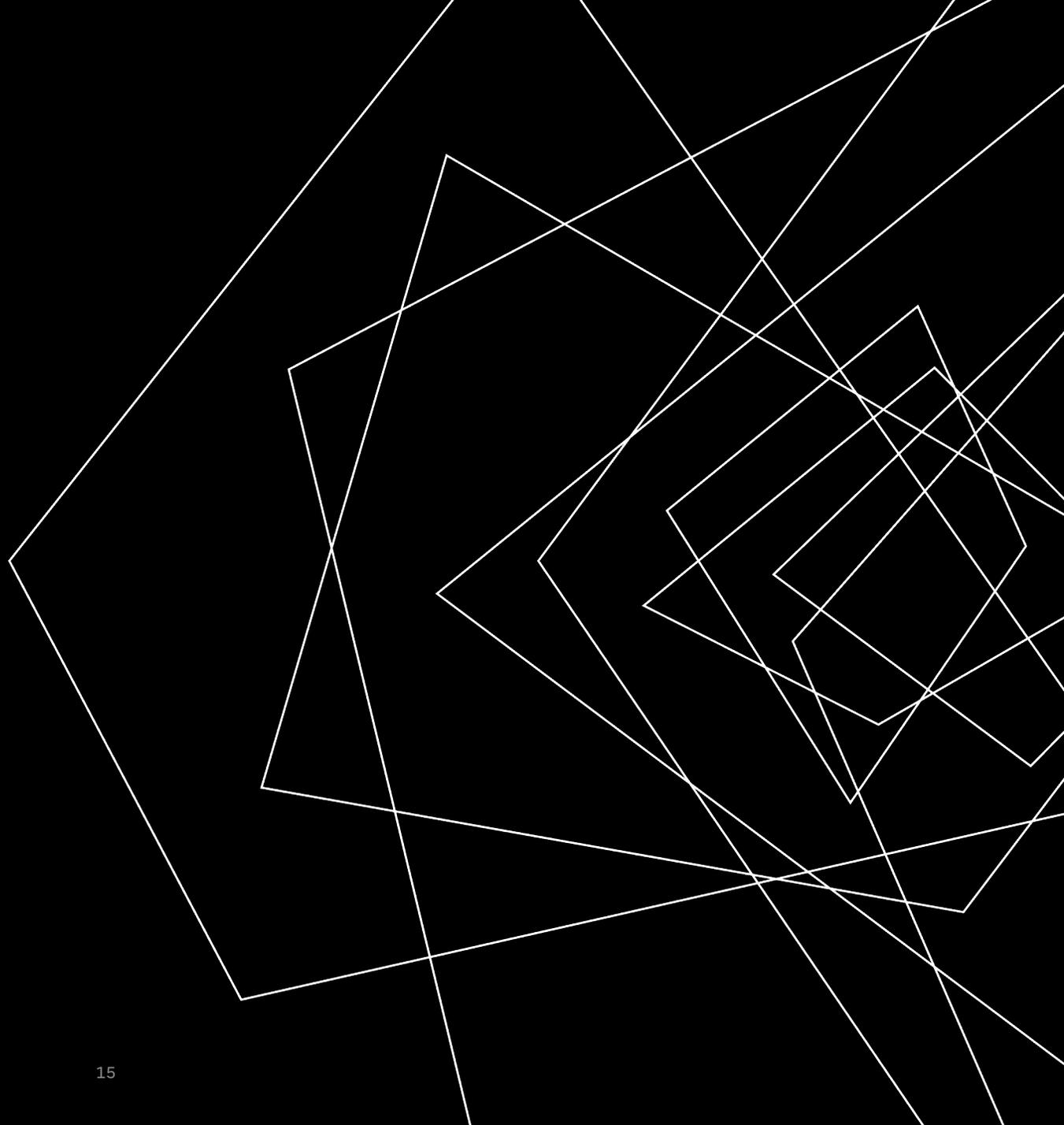




SUMMARY

“Classic” should not be confused with “Classical” which refers specifically to certain cultural styles, whereas a “Classic” is an outstanding example.

AFFECT OR EFFECT



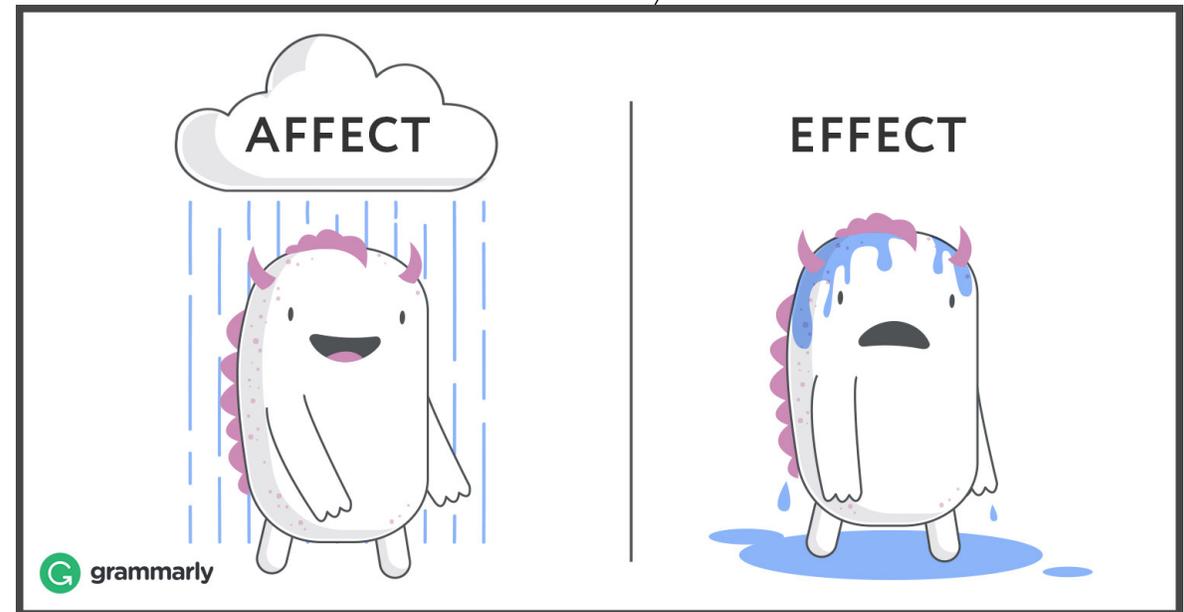
Affect and **Effect** are easy to mix up. They are homonyms, meaning they are pronounced similarly.

Here's the short version of how to use affect vs. effect.

Affect is usually a [verb](#), and it means to impact or change.

Effect is usually a [noun](#), an effect is the result of a change.

[Exceptions](#)



AFFECT

The tornado affected citizens within forty miles of Topeka.

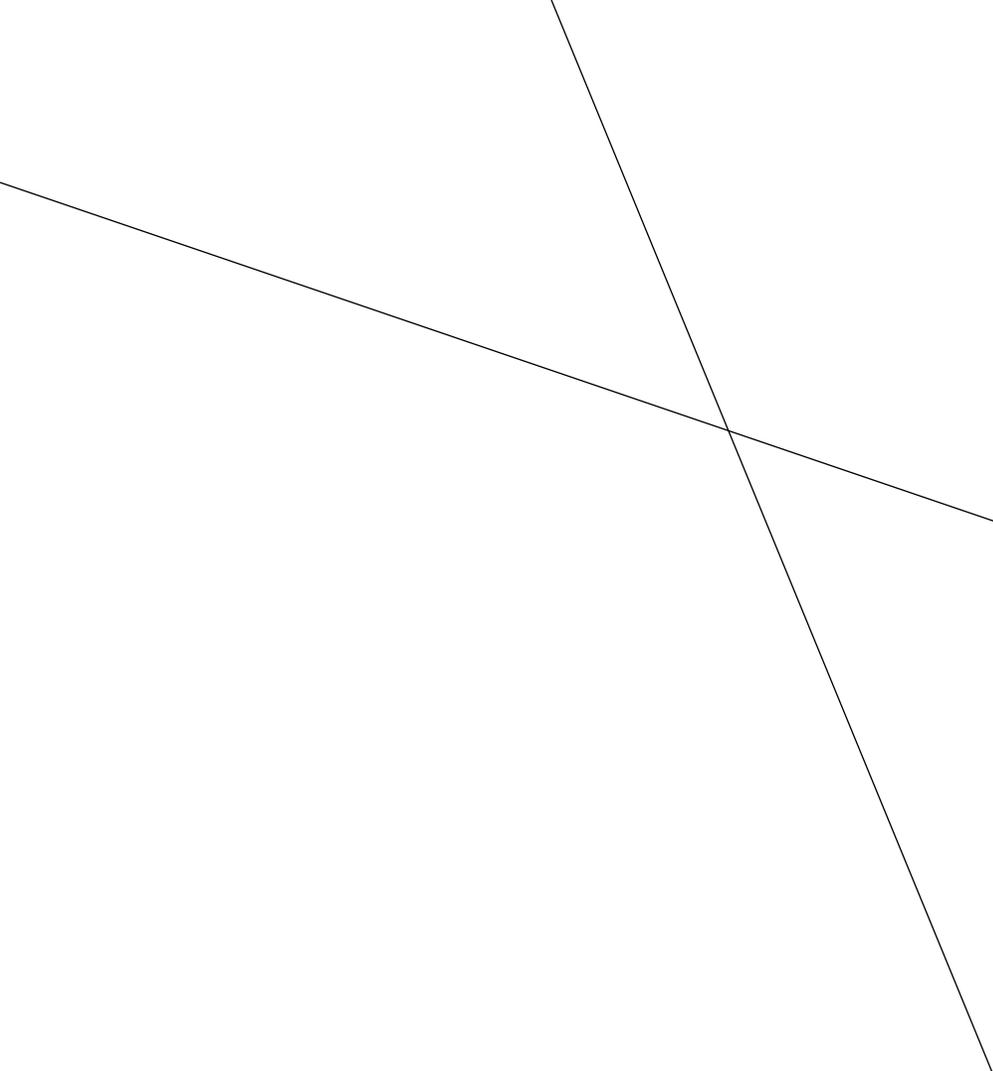
The medicine will affect your eyesight for at least an hour.

Winning the swimming medal affected Tina's performance in school, too.

EFFECT

- The effect of cold weather on crops can be extreme.
- The substance is being studied to determine what effects it has on the brain.
- Effects pedals can dramatically add to the range of sounds that a guitar can make.





SUMMARY

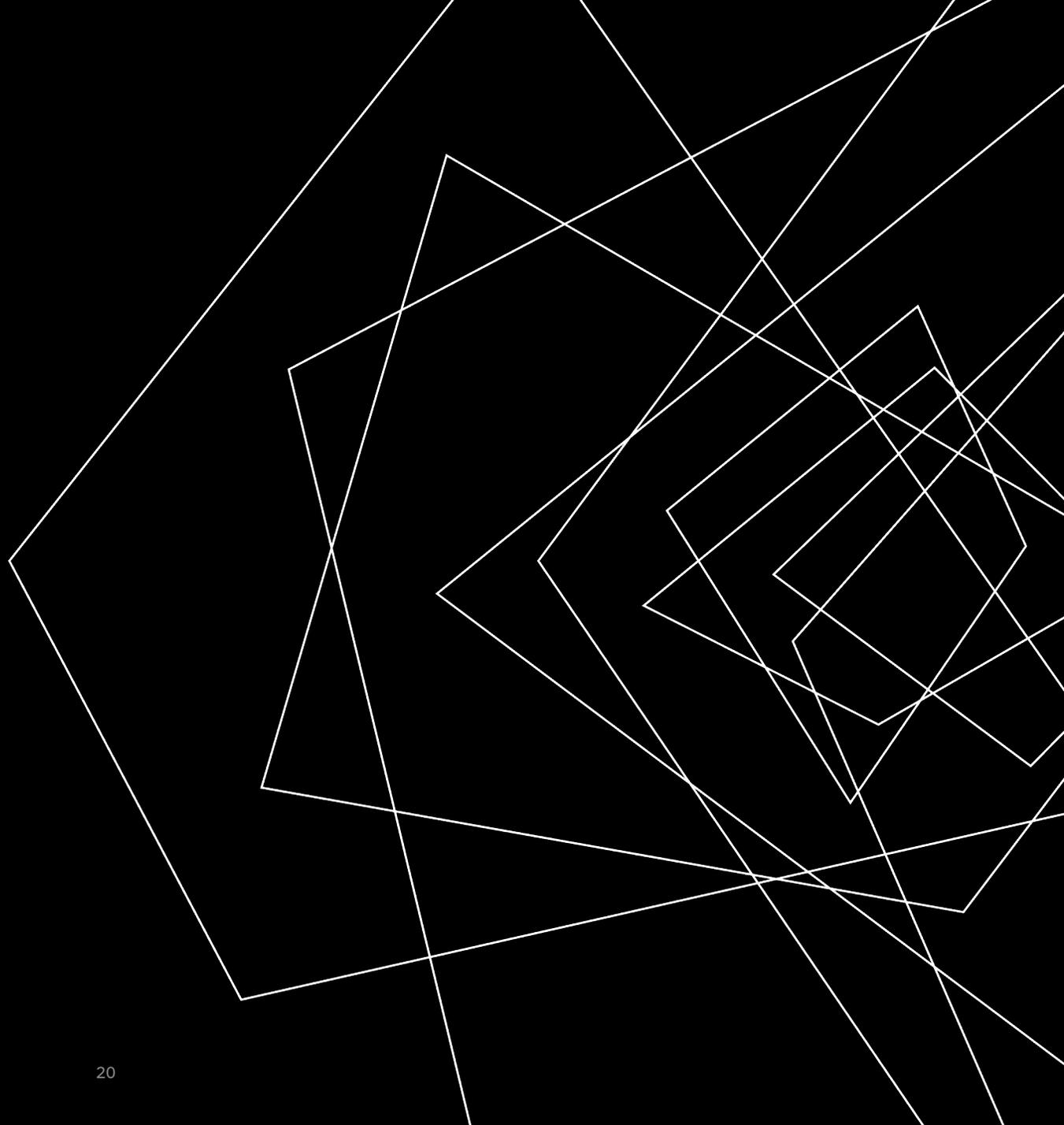
Affect is a verb—

an action, state or occurrence

Effect is a noun—

a name, an object, place, the result.

LAY
OR
LIE



LAY

This one is kind of tricky because lay is also the past tense of lie.

Apart from that, any time you move an object you lay it down.

A good rule of thumb is to try substituting *sit* or *set*. If set could be used instead, go with lay.



LIE

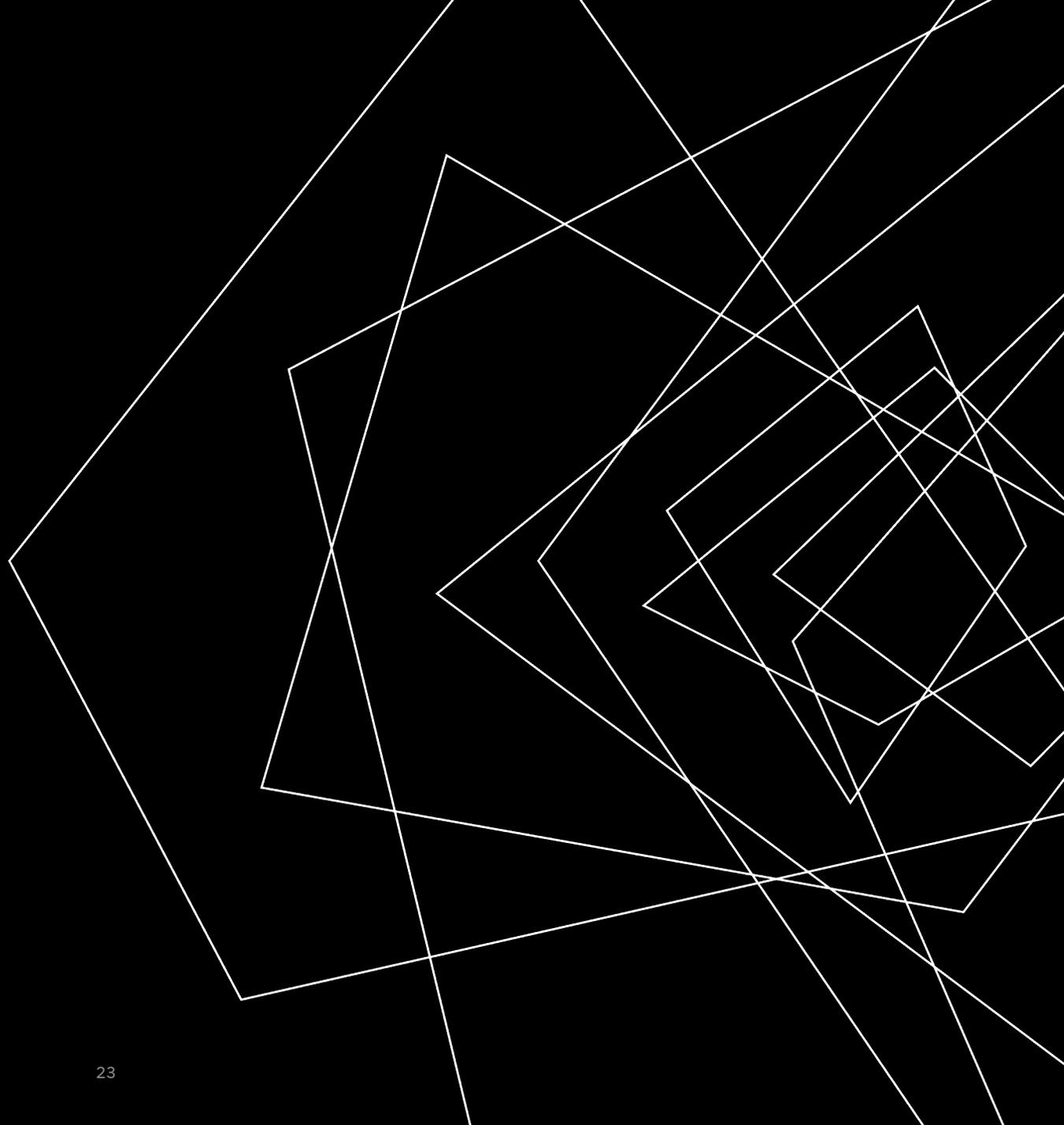
Lie means to recline.

A good rule of thumb is to try substituting *sit* or *set*.

If *sit* will work in its place, use *lie*.



THEN
OR
THAN



THEN

Then refers to time:

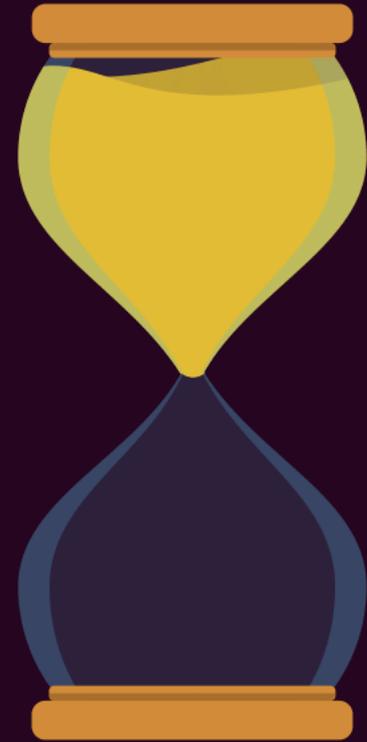
First, we will go to the post office, *then* we will stop at the store.

I ate breakfast and *then* I went to work.

The party is at 7—I'll see you *then* !

Turn left at the light and *then* turn right on the next street.

If you went to the party *then* you probably met my friend.



THAN

Than is used when making a comparison:

I like chocolate more *than* candy.

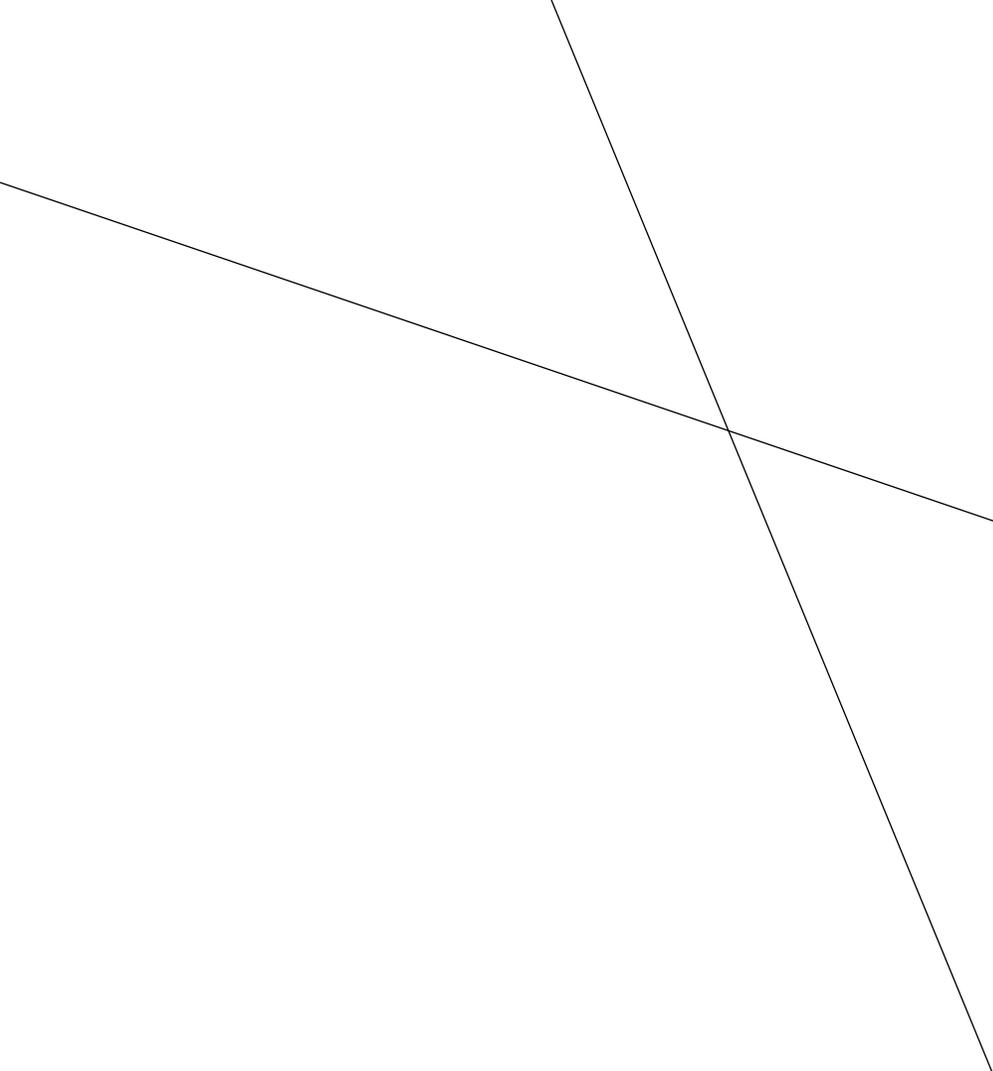
I'm taller *than* my sister.

She is older *than* 35.

His personality is larger *than* life.

Other *than* the two of us, no one showed up for class.





SUMMARY

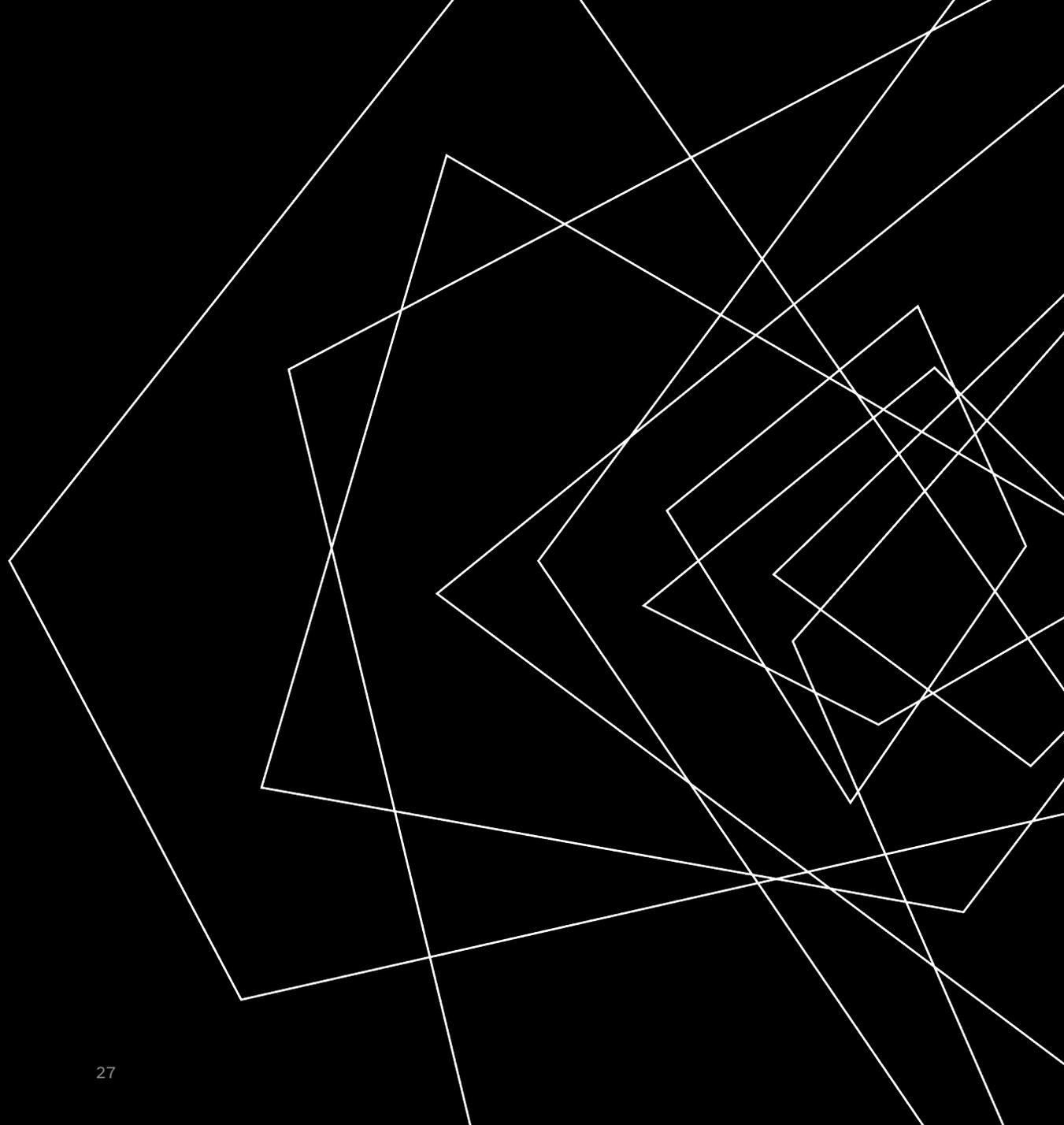
Here's what we know:

The word "*then*" means "at that time" and is used to talk about when things will happen.

The word "*than*" is used to compare things.

The two words are not interchangeable.

ACCEPT
OR
EXCEPT



ACCEPT

The word accept is defined as readily receiving or taking something that's offered. It can also be used to express approval or recognition.

When Robert asked Joshua to marry him, he happily accepted .

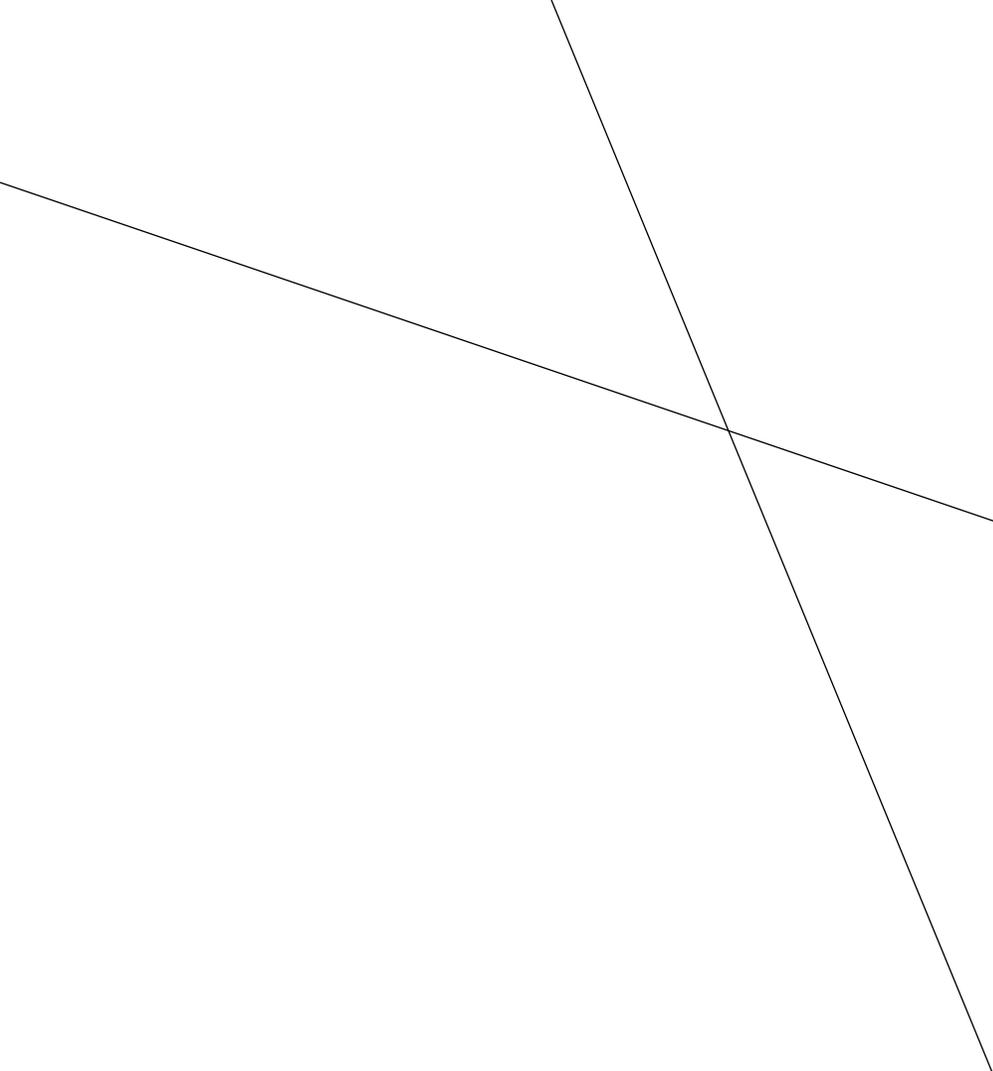
EXCEPT

Except can be a preposition or a conjunction. As a preposition, except means but. As a conjunction, except is often followed by that, and it means only or with the exception of. In the rare cases when except functions as a verb, it means to exclude, to object.

All my friends were accepted to Harvard, except Tom. Poor Tom.

Except for the rain, the camping trip was a success.

It's also frequently used before conjunction words, such as if, that, or when, followed by an adverbial phrase or clause. It can also be used in the prepositional phrase except for when describing an exclusion from a sentence that includes words like all, everything, or nothing.



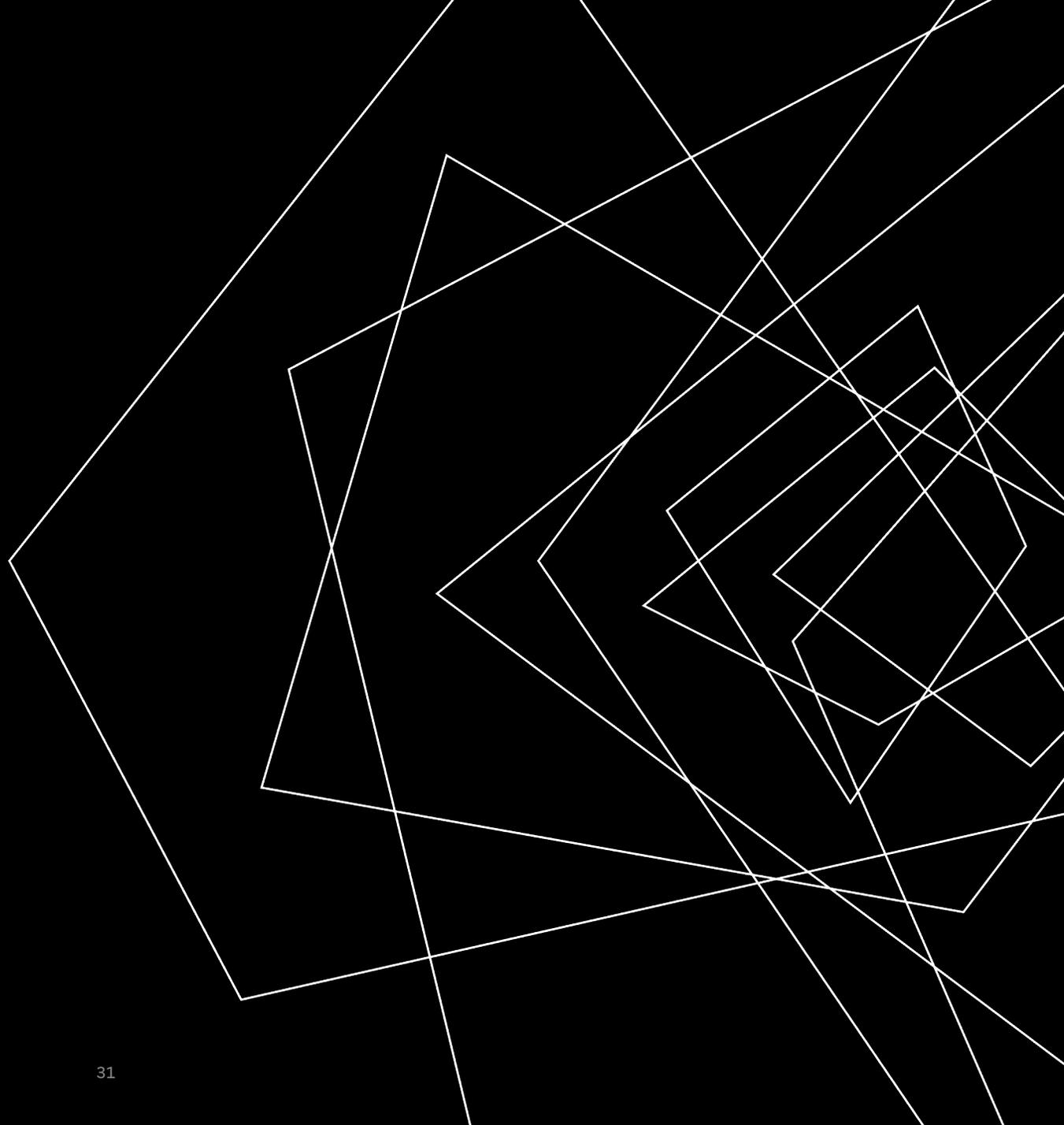
SUMMARY

Here's what we know:

To Accept is to Include.

Except means to Exclude.

EVERYDAY
OR
EVERY DAY



EVERYDAY

Compound words, like everyday and anytime, sometimes don't have the same meaning as the individual words they comprise.

Everyday is an adjective we use to describe something that's seen or used every day. It means "ordinary" or "typical."

"Everyday clothing," then, refers to the ordinary clothes you wear on regular days, as opposed to outfits designated for special events or holidays. Occasionally, people use everyday as a noun—it's a shorthand way of referring to their everyday routines.



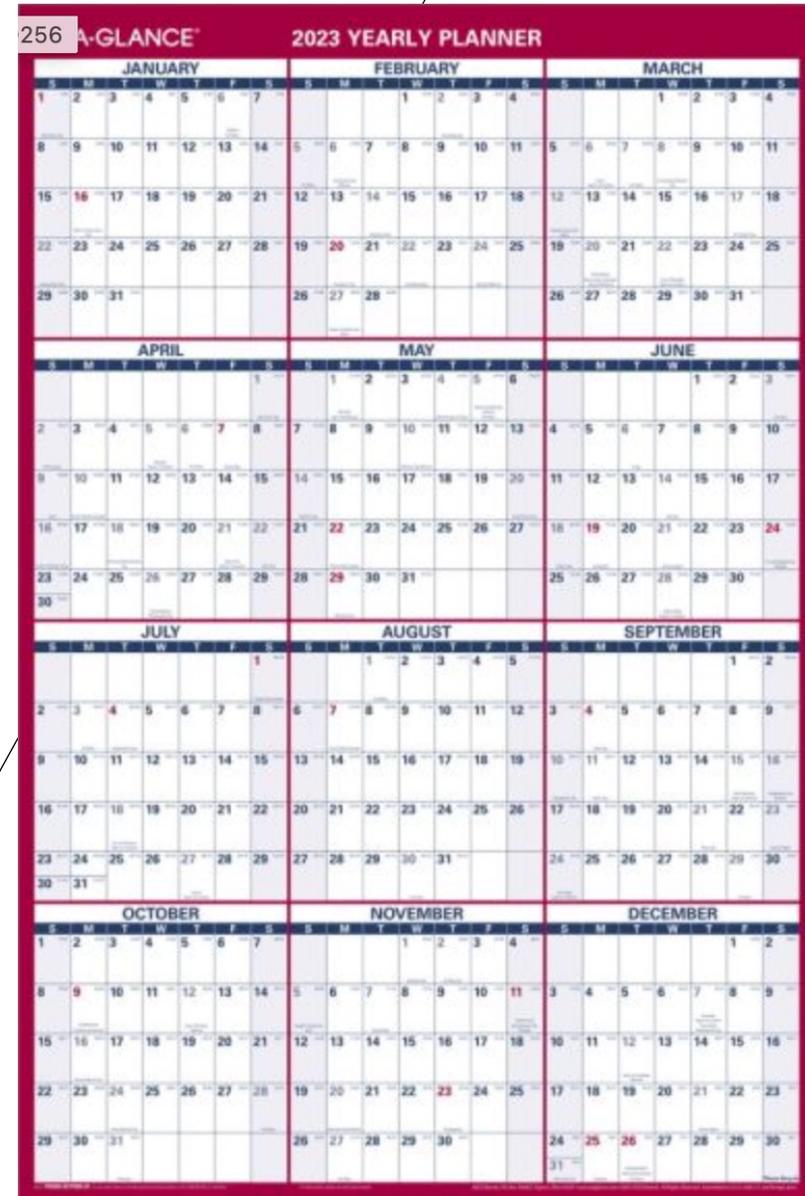
EVERY DAY

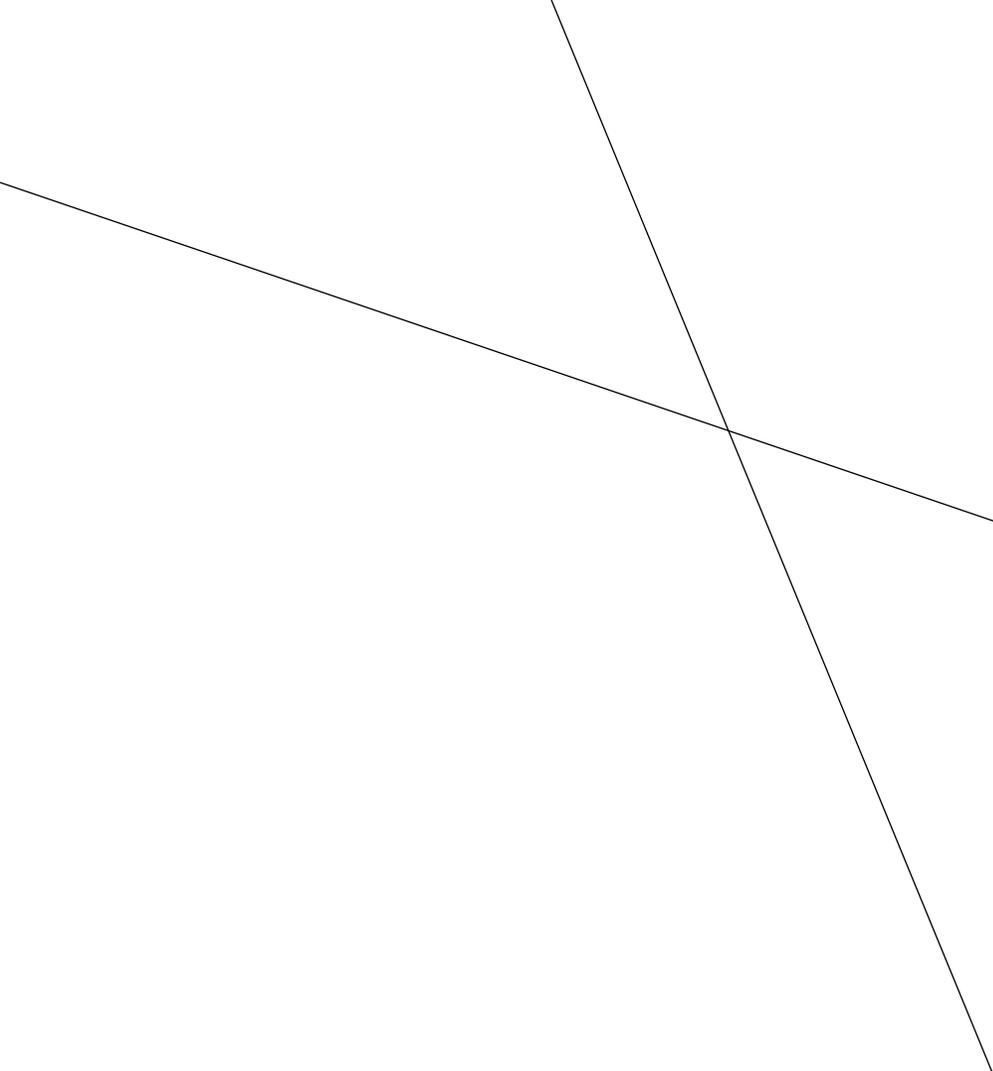
Every day (two words) means each day, separately.

Every day is a phrase that simply means “each day.”

Because of the space between “every” and “day”, “every” is simply an adjective modifying the word “day.” If you paired every with any other word, it would mean each—every day means “each day,” just like “every word” means “each word.”

You’ll be alright as long as you remember that in every day you can easily replace “every” with “each.”





SUMMARY

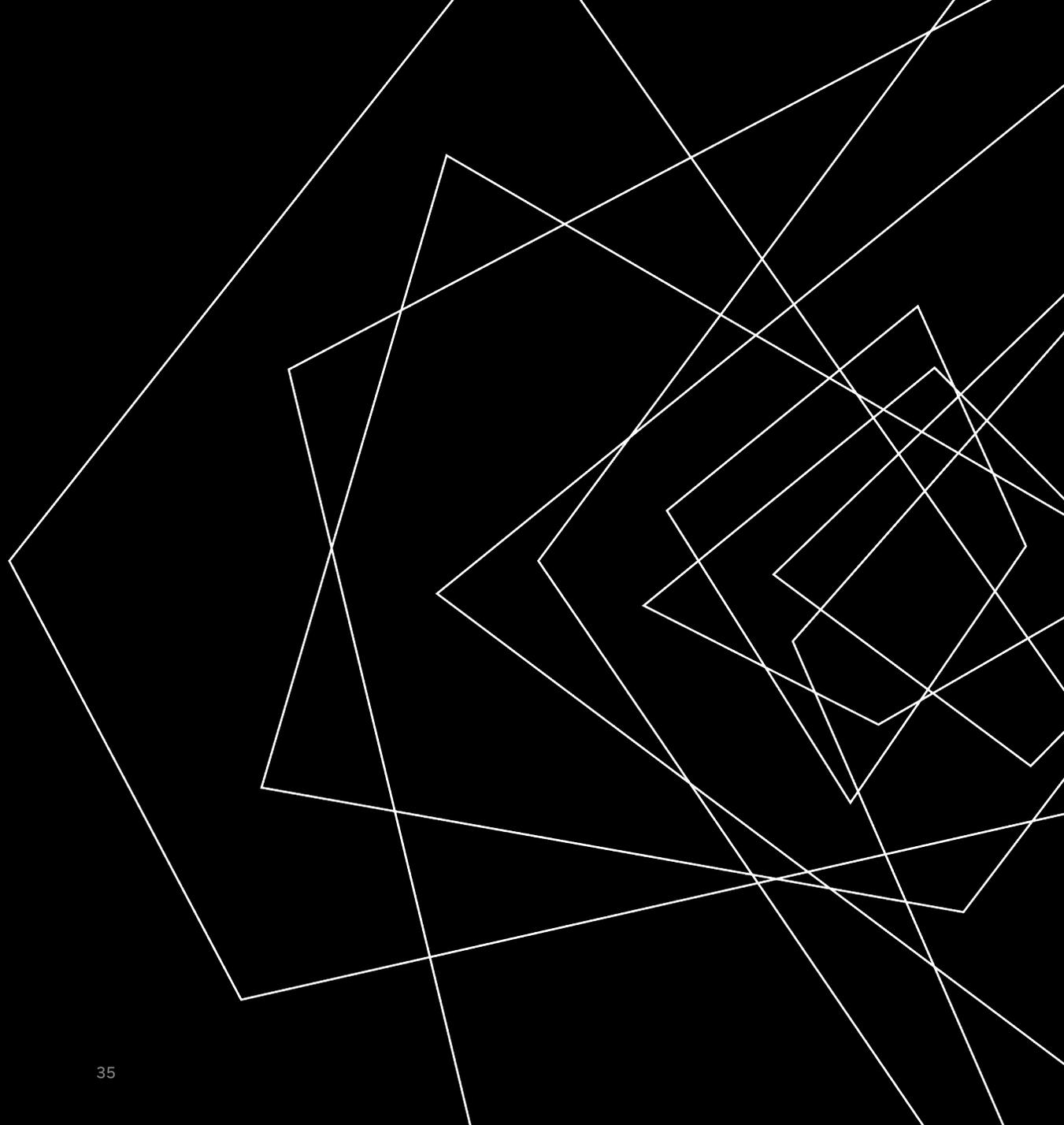
Here's what we know:

The meanings of these commonly misused words are subtly different. The difference in choosing between them will be your intention as a writer.

Everyday (one word) means average or common.

Every day (two words) means each day, separately.

FURTHER
OR
FARTHER



FURTHER

As a quick rule of thumb, US English tends to use further for figurative distances and farther for physical distances. While physical distance describes the tangible distance between two objects, figurative distance is more abstract. In other words, physical difference is the space between two concrete things (The bank is farther from me) but figurative distance is the space between two ideas or imaginary objects (I feel her attention slipping further and further away from me).

Further (with a "u") tends to reference a relationship to something or an undefined distance.

"Nothing could be further from the truth."

"Please look further into this issue before you make a decision."



FARTHER

Farther (with an "a") usually references a defined, actual distance.

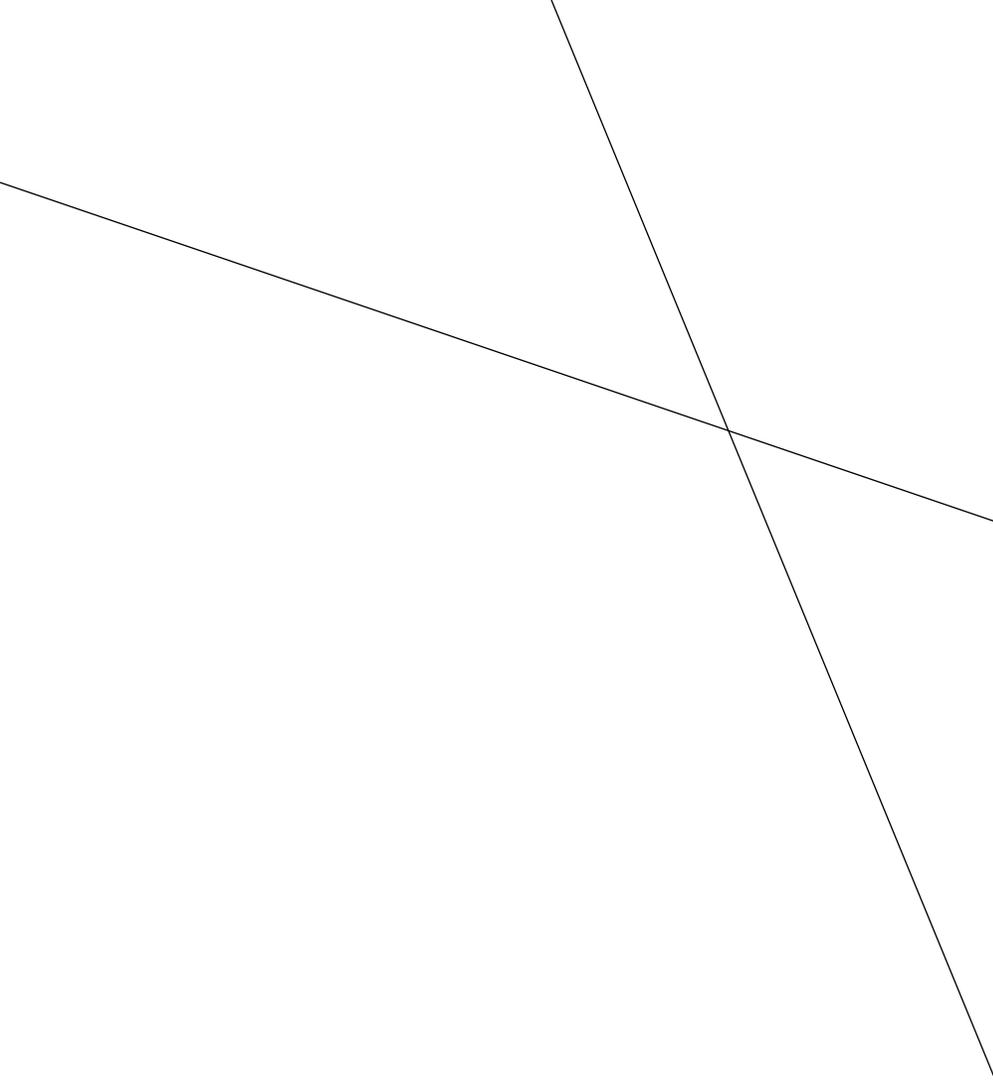
You can go "further down the road" or if you're speaking figuratively (about a figurative journey) but if speaking literally (about a physical road) the correct choice is "farther down the road" .

She lives farther from the neighborhood's mailbox than her neighbor does.

(This morning, I was able to run farther than I ever have).

You can go "further down the road" or if you're speaking figuratively (about a figurative journey) or "farther down the road" if speaking literally (about a physical road).





SUMMARY

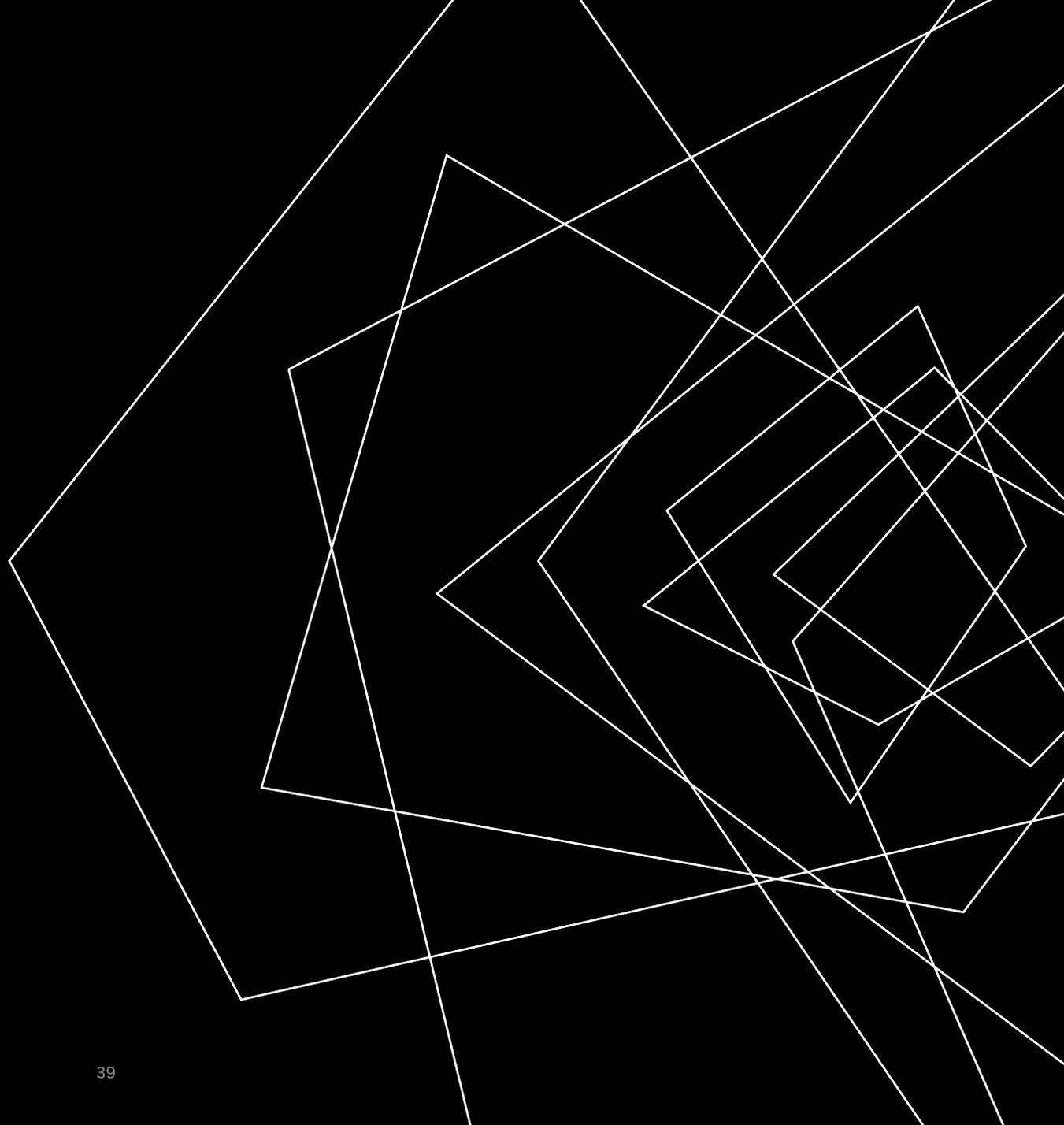
Here's what we know:

The difference between these two words is that further applies to degree or undefined figurative distance, while farther denotes actual distance.

COMPLEMENTARY OR COMPLIMENTARY

ONE DESCRIBES A PERFECT
PARTNERSHIP

THE OTHER EXPRESSES
APPRECIATION OR PRAISE.

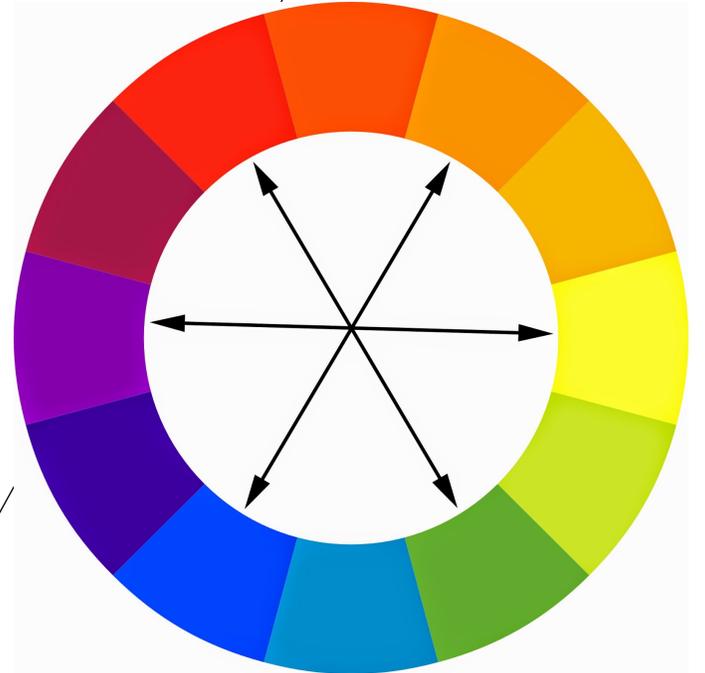


COMPLEMENTARY

The adjective "complementary" (with an "e" in the second syllable) means serving to complete or supply mutual needs. Two or more parts that come together to make a better whole are called complementary.

Complementary acute angles, when added together, make a right or 90-degree angle. Complementary colors of light, when combined, produce colorless white light.

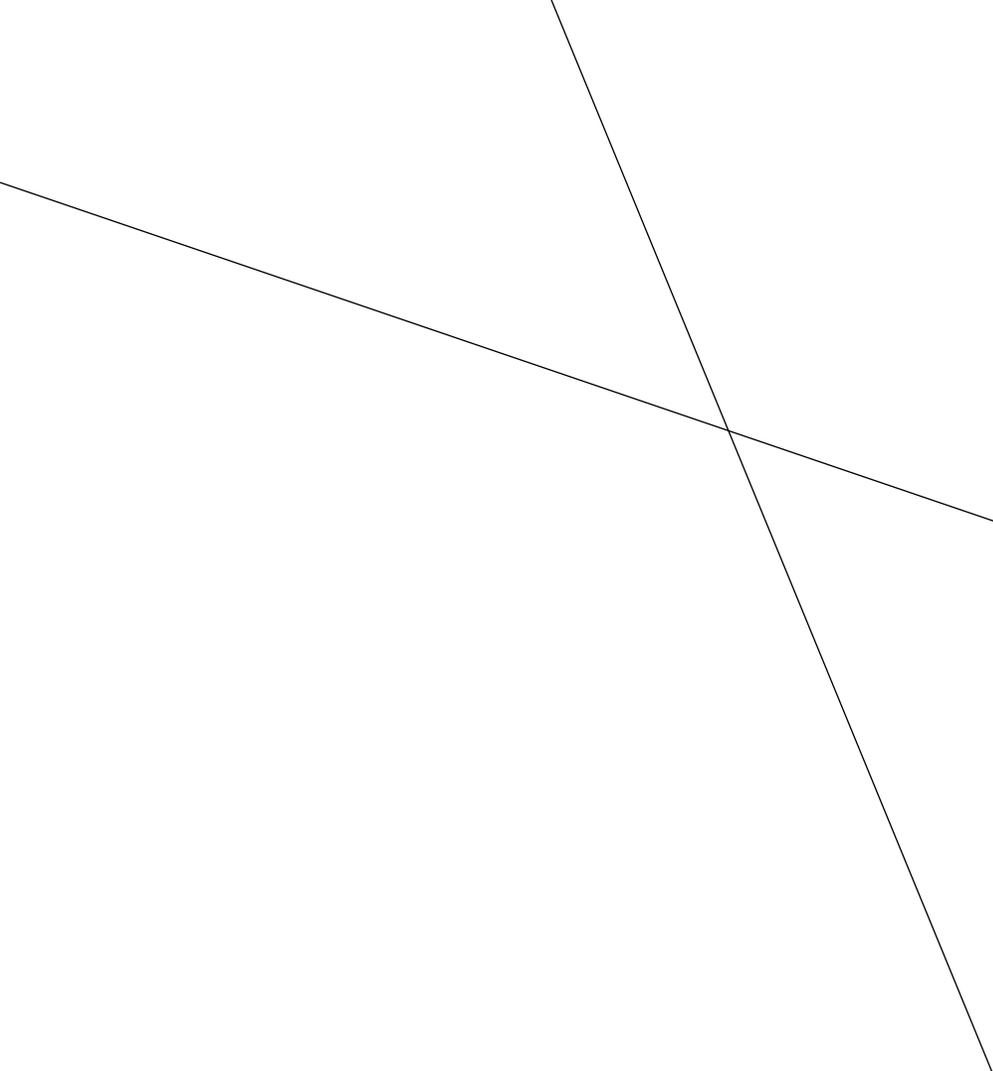
Complementary objects go together: pen and paper, needle and thread, horse and carriage, bow and arrow.



COMPLIMENTARY

The adjective “complimentary” (with an “I” in the second syllable) means flattering and favorable or given free as a courtesy. Derived from the noun “compliment,” “complimentary” can be used to describe a person or an action by a person (a complimentary performance review means a positive performance review) or an item or service that is provided for no cost (complimentary tickets, often abbreviated to “comp” tickets, are free of charge).





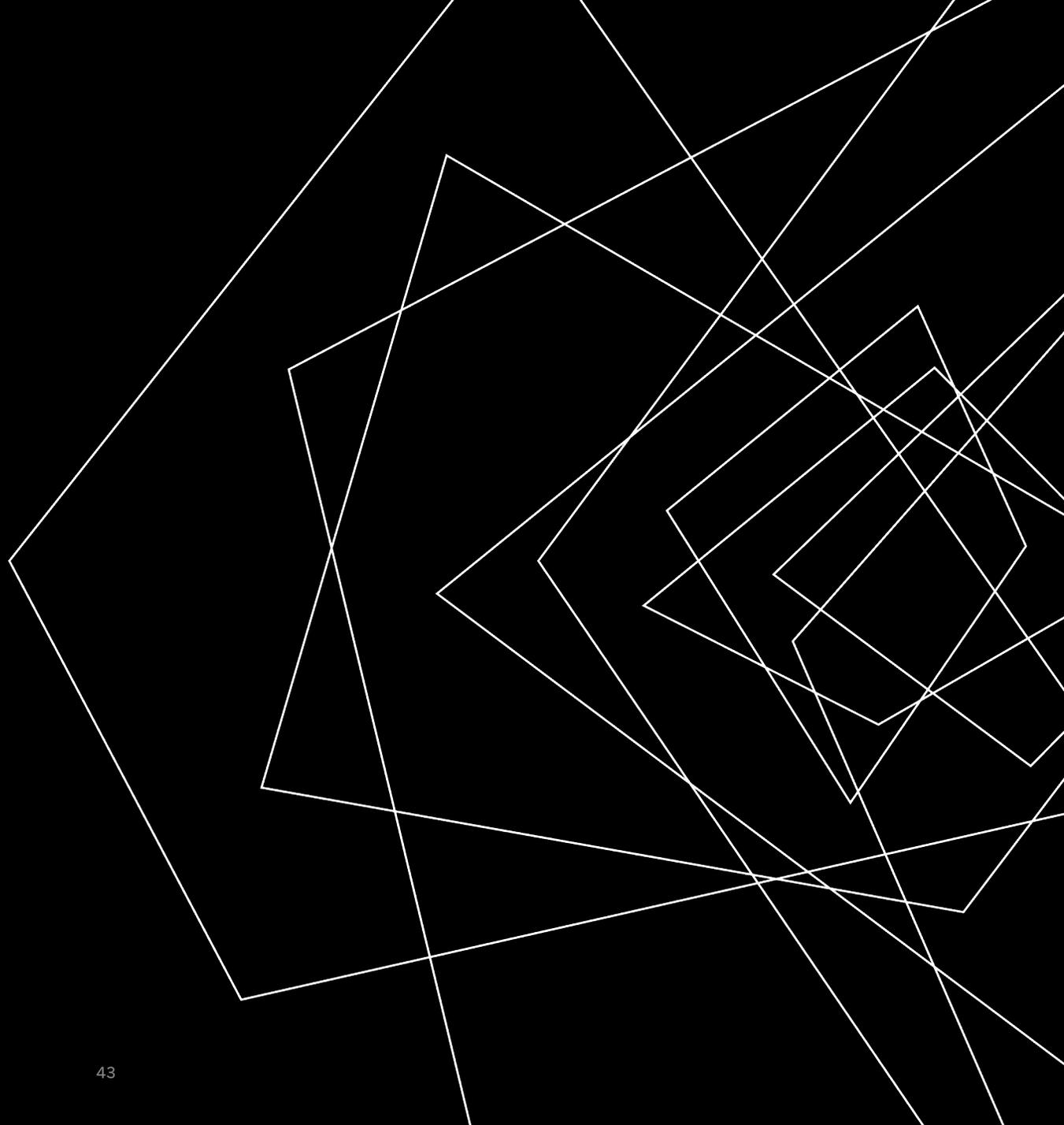
SUMMARY

Here's what we know:

Complementary is when things complement, or support and benefit, each other.

Complimentary is something given for free (complimentary breakfast) or something said as a matter or praise, or compliment.

THERE
THEIR
OR
THEY'RE



THERE

The simplest definition of there is “in or at that place.” It is usually used as an adverb of place, meaning it expresses where an action is taking place. This is the main quality that sets **there** apart from the other words in its homonymic trio.

There is often used to denote a specific location:

We will meet there after work and head to the concert together.

There can be used to pinpoint locations in the more abstract sense as well.

As my oldest friend, you have been there for me through thick and thin.

There can also be used as a pronoun to introduce a clause or sentence. This makes it slightly more complex than their and they're, as it can be used as two different parts of speech.

There is a chance of rain this afternoon.

THEIR

The word their is the possessive form of the pronoun they. Often followed by a noun, their indicates ownership and describes something owned by one or more persons.

The simplest way to remember what's unique about their is that it denotes possession or ownership. This means that it is most commonly used as a third-person pronoun, describing a noun that is owned by several people.

While Martha and Vinny were on vacation, we dog-sat their two poodles.

Although their is generally used in a plural form, it is also used as a gender-neutral personal pronoun in place of his or her.

Someone left their purse on the subway.

THEY'RE

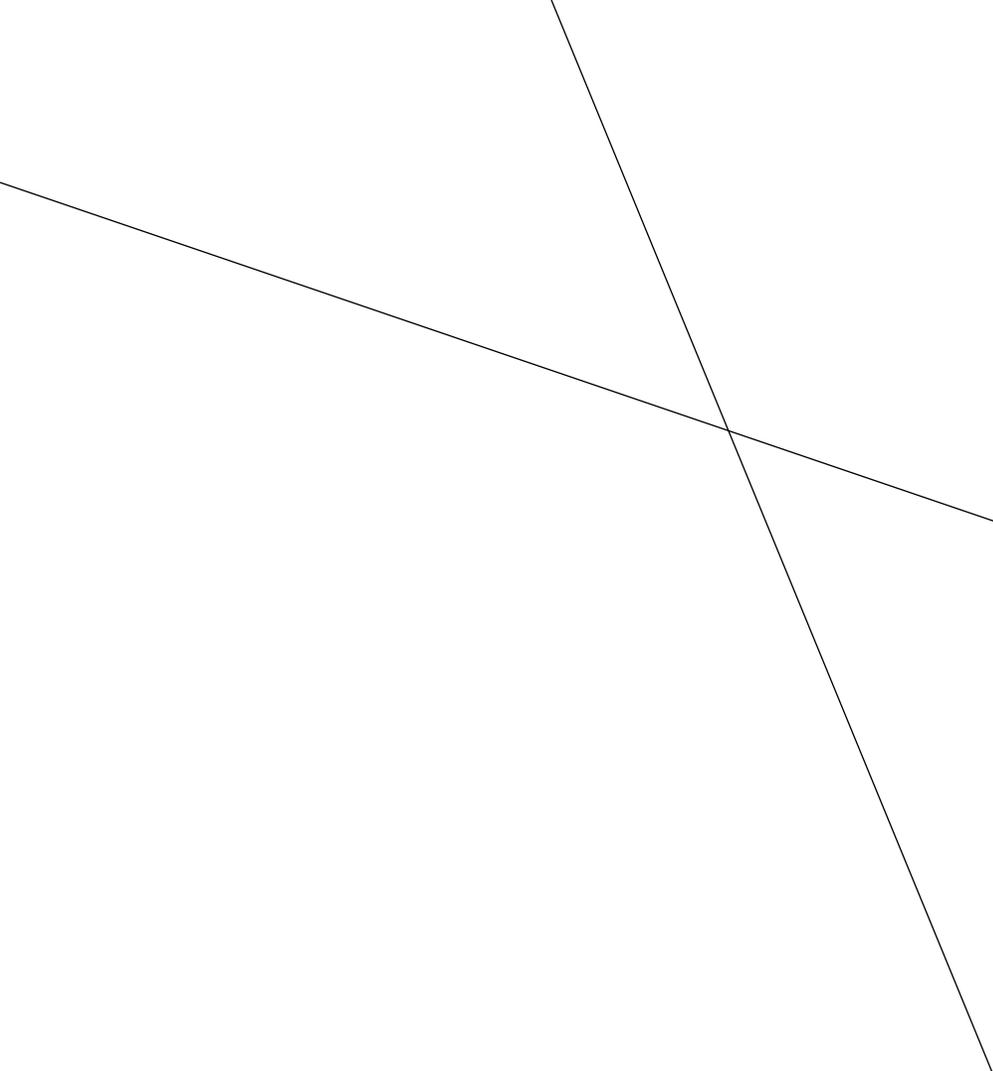
They're is a contraction that means "they are." This makes it a little easier to distinguish from its fellow homonyms, as you can always check if it's the right word by stretching out the contraction into its full form and asking whether it still makes sense.

If you can substitute they are without changing the meaning of the sentence, they're will also work.

Did you hear they're both retiring after this school year?

Just like the contractions of you are into you're and we are into we're, they're is a mash-up of two words. It's important to mention that contractions are frowned upon in academic or formal writing and are more typical in informal communications, like texts or personal notes.

They're two of my favorite books.



SUMMARY

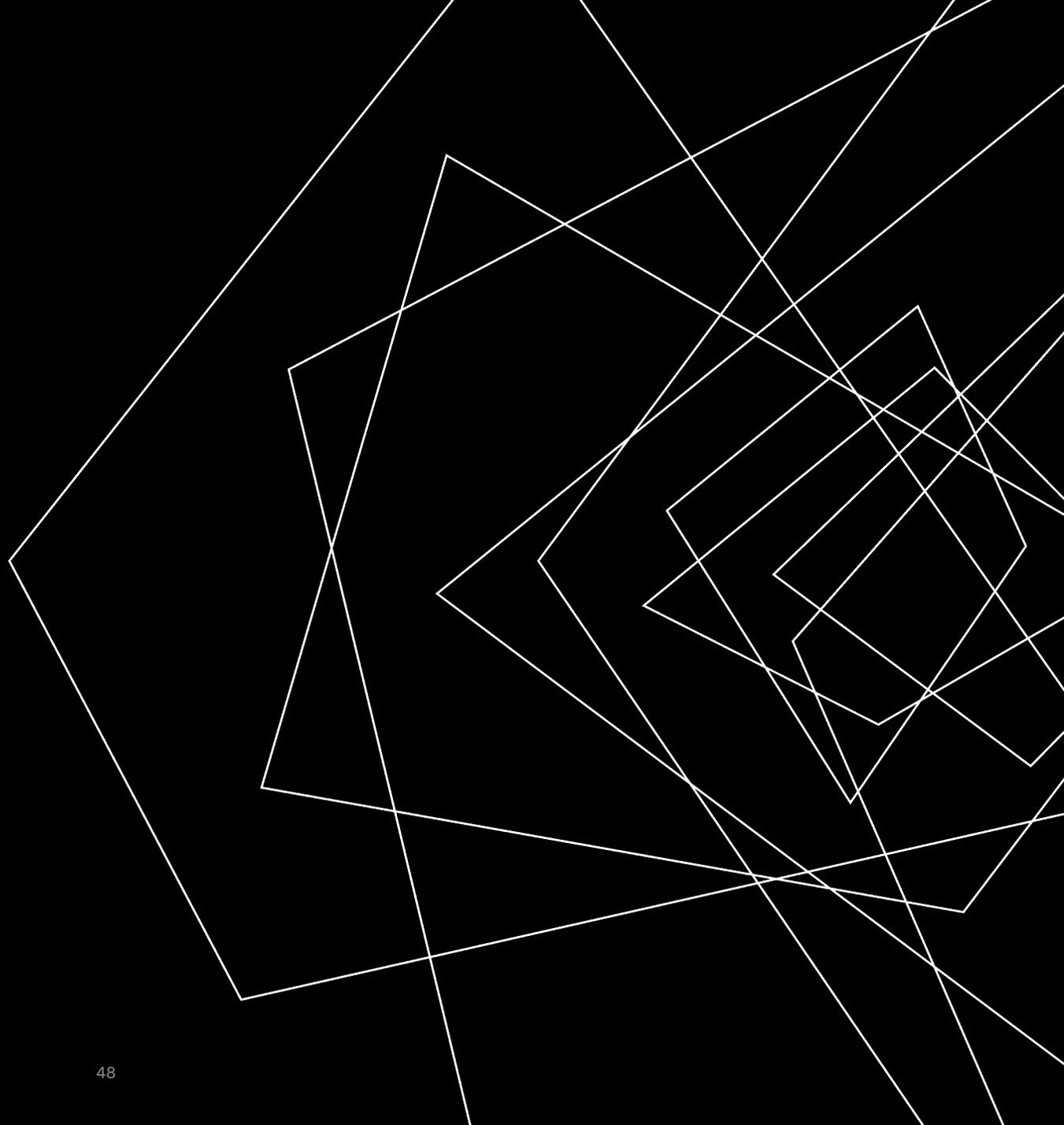
Use **there** to describe a place.

Their is the possessive of they.

They're is a contraction (the apostrophe in the middle of a contraction replaces a letter or two) of they are or they were.

(**There're** is rare outside of spoken language unless used by a writer to create an accent or dialect.)

IMPLY
OR
INFER



IMPLY

To imply something is to hint at it. It isn't said directly but there is an implied meaning.

Imply means to suggest or to say something in an indirect way.

Things can imply, too, like a chimney that implies a fireplace.

By their very definition, flea markets *imply* cheap prices for used and unwanted items, as is still the case in most other places.

Stern also *implied* the entire season might be at risk.

It isn't fair to *imply* that cardiovascular disease is going away.

INFER

To *infer* is to find meaning in what was left unsaid. The two together create a conversation, interpreted on both sides based on hidden meaning and things left unsaid. *Infer* means to suppose or come to a conclusion, especially based on an indirect suggestion. *Infer* is on the receiving end of *imply*, yet *infer* is often used to mean *imply*. To *infer* is to gather, deduce, or figure out.

He talks about having led in the private sector but voters have to *infer* too much about what that means.

They were also better at *inferring* feelings from images of just the eyes. \

Yet it must not be *inferred* that farming women are without mental ability or common sense.

SUMMARY

Here's what we know:

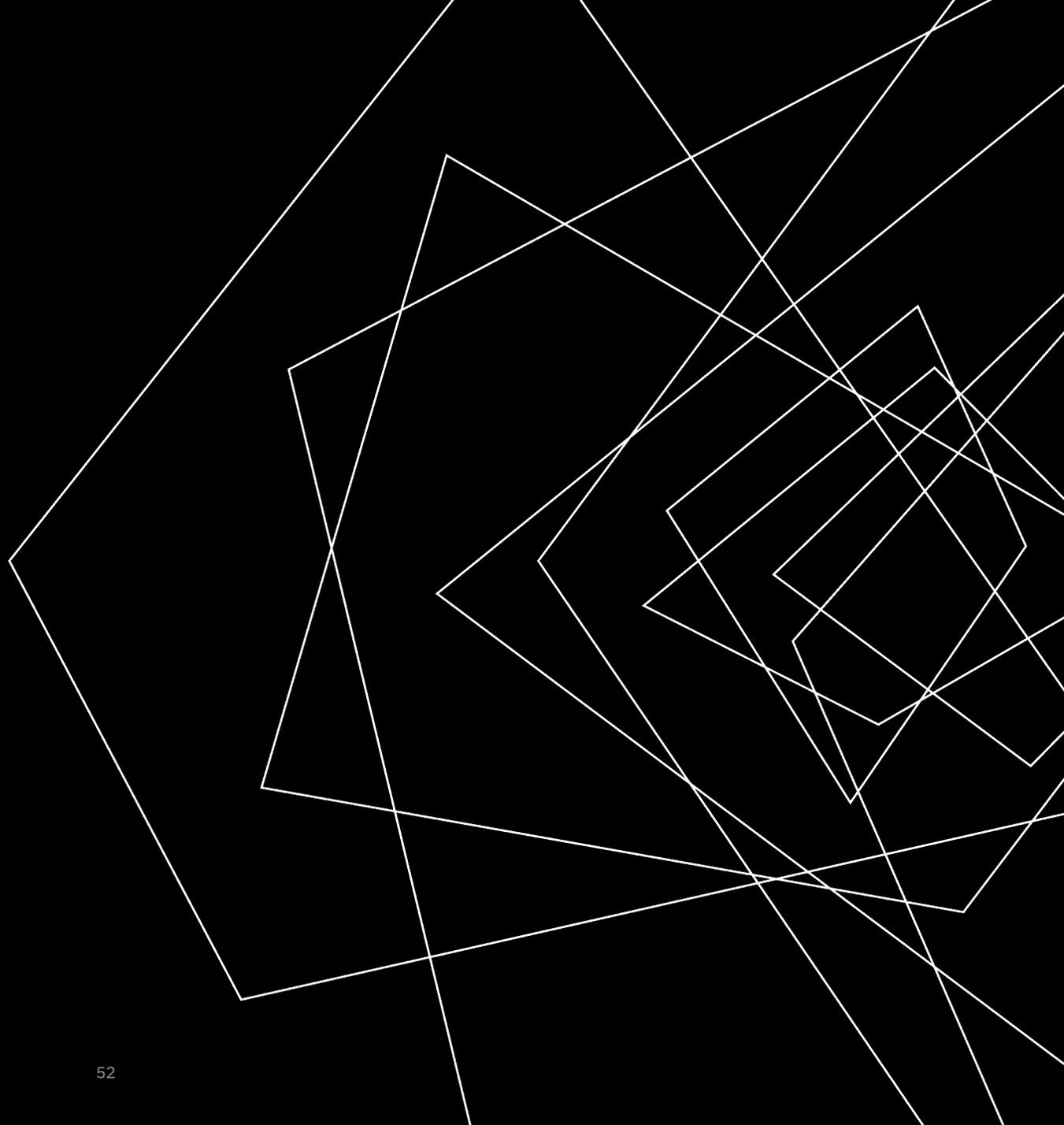
To *imply* something is to hint at it.

To *infer* is to find meaning in what was left unsaid.

The two together create a conversation, interpreted on both sides based on hidden meaning and things left unsaid.

Theodore Bernstein, in his classic *The Careful Writer*, gives us a way to keep *imply* and *infer* straight: "The *implier* is the pitcher; the *inferrer* is the catcher."

IRREGARDLESS
OR
REGARDLESS



IRREGARDLESS

Technically, it is a word found in the dictionary although it is not a proper word (such as ain't). As an educated person, don't use either 😊.

REGARDLESS

Without paying attention to the present situation; despite the prevailing circumstances.

Use regardless as an adverb meaning “anyway” or “nonetheless”:

“The deadline seems unrealistic, but we'll get the job done regardless (anyway).”

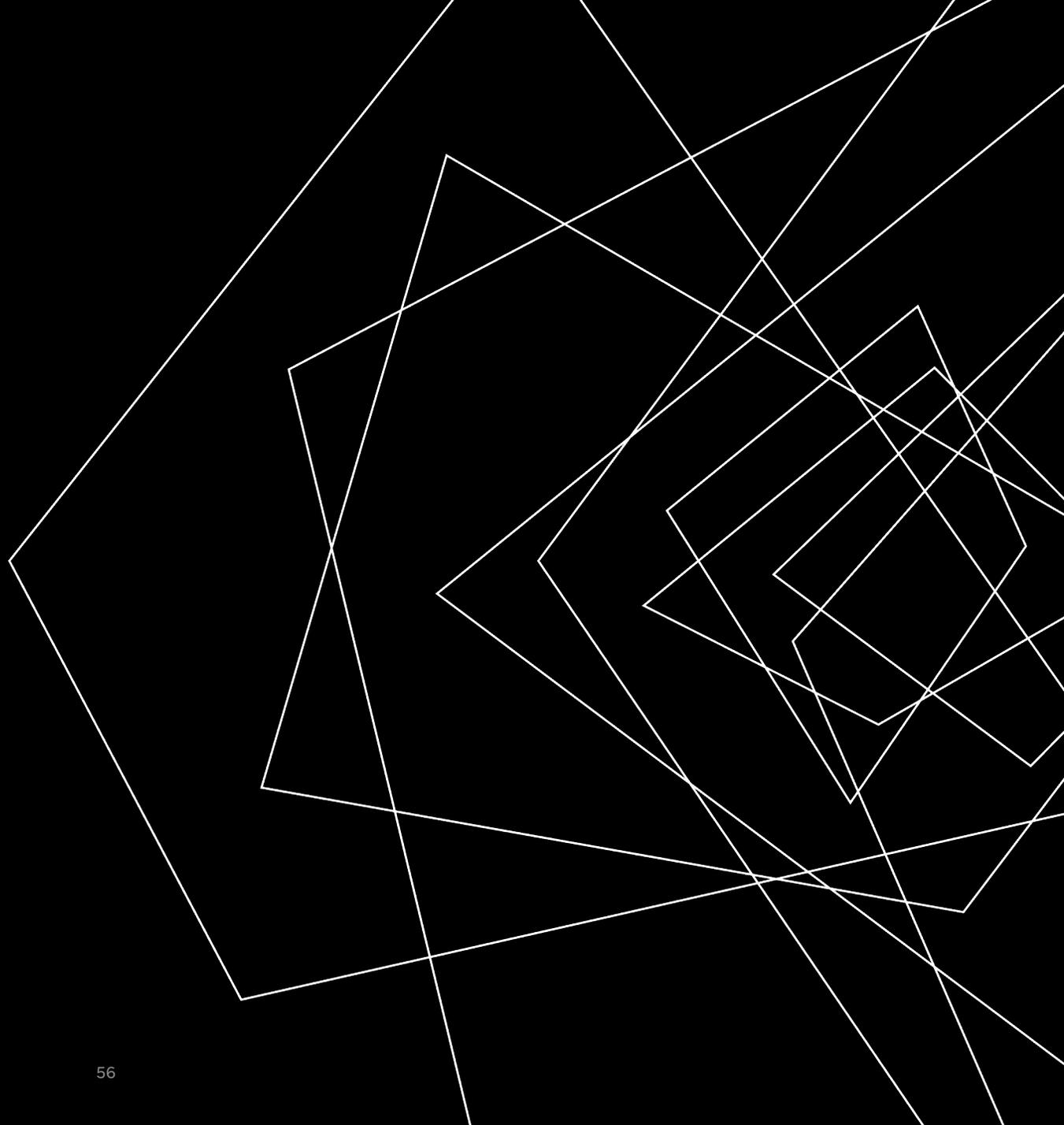
“They were determined to carry on regardless.”

SUMMARY

Here's what we know:

Irregardless *is* technically a word. However, it is considered an *improper* word, as in ain't, simplistic, and conversate. Words such as these that find their way into our everyday vernacular, even the ones stemming from misuse, are listed in the dictionary as improper words, dialect or jargon. To keep from sounding uneducated, just use regardless instead.

STATIONARY
OR
STATIONERY



Spelled with an “a”, stationary refers to something that is not moving, even if it is capable of movement.

STATIONARY



Spelled with an “e”, stationary is special, sometimes personalized paper, envelopes, and greeting cards. Hallmark is a company that makes stationary.

STATIONERY



SUMMARY

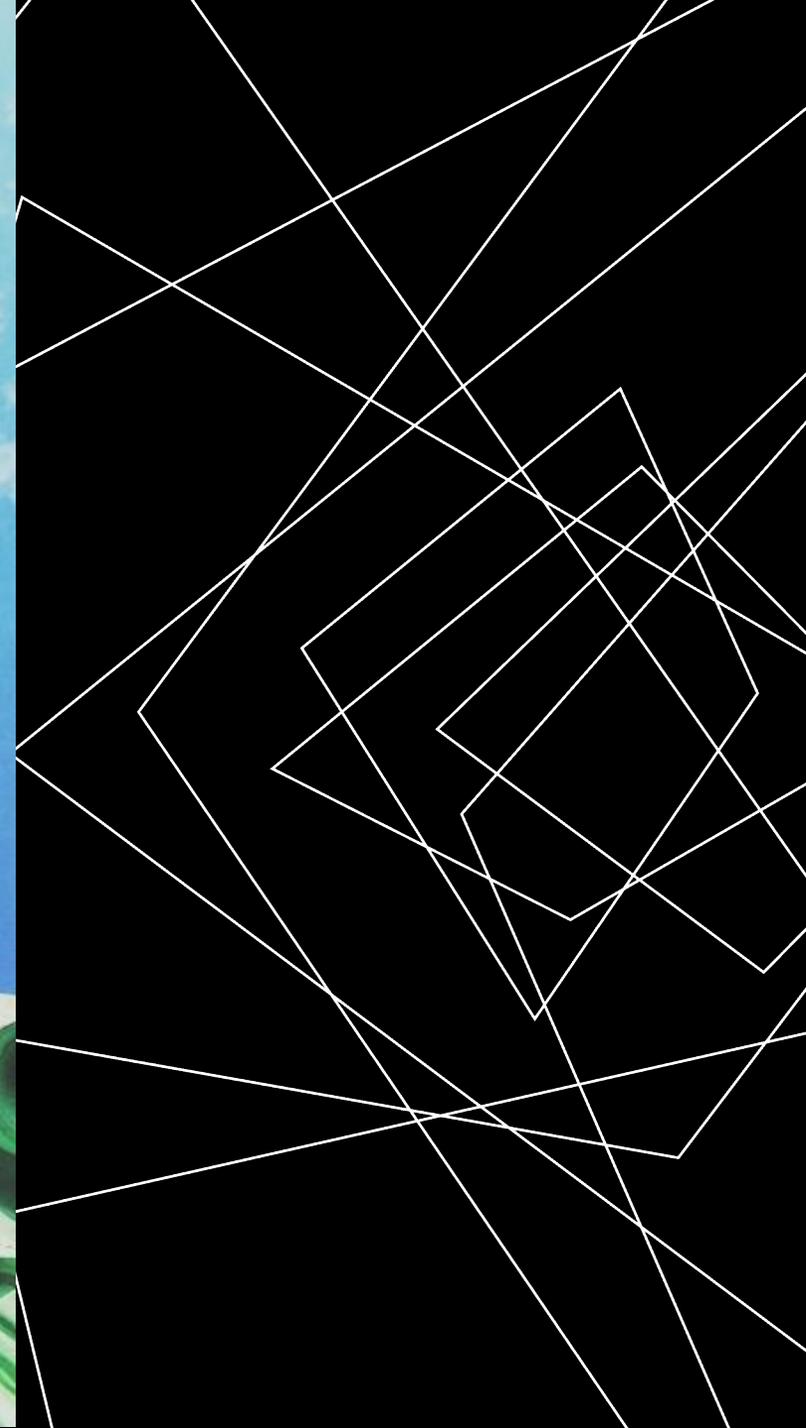
Here's what we know:

Stationary, with an “a”, refers to something immovable or fixed... like a stationary bike.

Stationery, with an “e”, is all the pretty paper, cards, pens and goodies that cost more money than “regular ” paper.

My personalized stationery sat on the desk, stationary and immoveable waiting for me to write a thoughtful thank you note.

Emigrate VS Immigrate



EMIGRATE

If you move to a different country, you emigrate.
For example, if you emigrate from Canada and go to Italy, you aren't on vacation — you are making Italy your new home. Benvenuti!



Emigrate



Immigrate

When a person *immigrates*, he or she moves to a new country. During the great wave of immigration between 1880 and 1924, over 25 million Europeans *immigrated* to the United States.

IMMIGRATE



SUMMARY

Here's what we know:

Immigrate, and migrate depends on the sentence's point of view. Emigrate is to immigrate as "go" is to "come". If the sentence is looking at the point of departure, use emigrate. The point of arrival? Immigrate. Talking about the actual process of moving? Use migrate.

Emigrate means you are exiting your current homeland:

Immigrate means you are coming to a country to live:

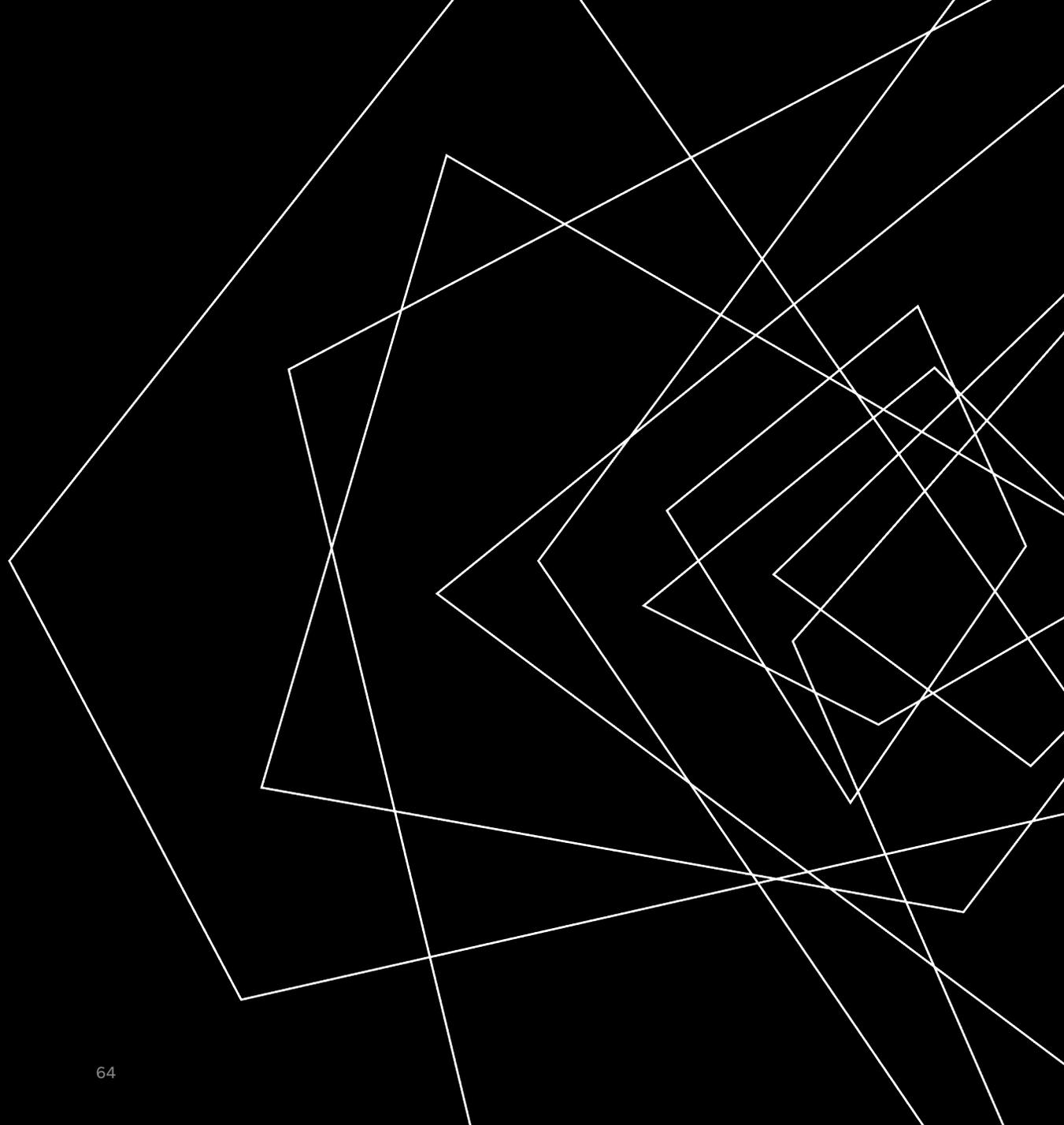
Citizens from 17 European Union countries were given freedom to immigrate to Switzerland in 2007. (Business Week)

Migrate means to move, like those crazy Monarch butterflies that migrate from Canada to Mexico and back every year. It's a temporary thing.



CAPITOL OR CAPITAL

The words capital and capitol are **homophones**, meaning they sound the same but have different spellings and meanings.



CAPITOL

Capitol (with an “o”) has only one meaning: a building that houses a legislative body—plus, often, the area surrounding that building. The letter C is capitalized when writing about government building.



Capital has many definitions,
referring to government, assets,
monetary assets, and capital letters

CAPITAL

As a noun, it can refer to the seat of
government, wealth or to uppercase letters
(majuscules).

As an adjective, it means principal; involving
financial assets, and/or deserving of the death
penalty (a capital crime).

A PILE OF MONEY IS A LOT OF CAPITAL



SUMMARY

Here's what we know:

Capitol (with an "o") is a building. The word itself is written with a capitol letter.

Capital (with an "a") can be either money(assets), uppercase letters, or the seat or body of government (not the building). The word is not capitalized (unless it occurs at the beginning of a sentence of course).

ALLUDE OR ELUDE

Allude and elude are homophones, words that sound the same or similar but have different meanings and spellings.

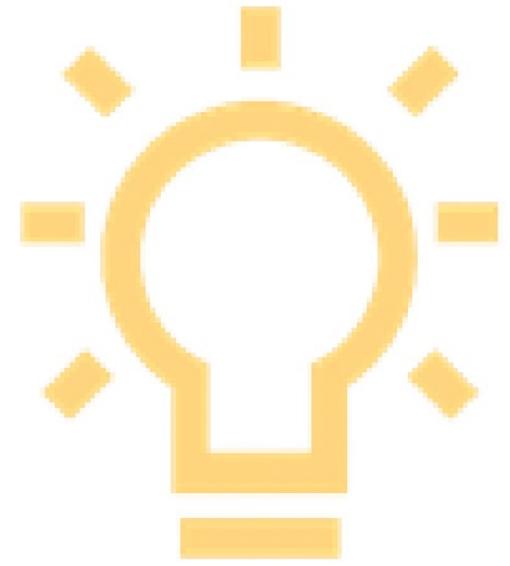
Both are verbs, and both come in part from the Latin *ludere*, meaning “to play”, or “to play with”.

ALLUDE

Allude is a verb that means **to refer to something casually, indirectly, or briefly**, usually followed by to.

Allude means to reference something indirectly or to hint at. It is usually followed by to, as when one thing "alludes to" another.

Allude is frequently used in the sense of 'avoiding direct mention,



Similar to "to hint at"

Allude

ELUDE

To evade or escape from (a danger, enemy, or pursuer), typically in a skillful or cunning way.

Elude means to evade or escape someone or something, usually with some speed or skill. It can also mean to escape perception or understanding.



Similar to "escape."

Elude

SUMMARY

Here's what we know:

A way to remember the difference is to associate allude with allusion and elude with evasion.

Allude means to reference something indirectly. It is usually followed by *to*, as when one thing "alludes to" another. *Elude*, which shares the same origin as *allude*, means "to evade" or "to escape perception or understanding."

Keep in mind that *elude* starts with E, just like *escape* and *evade*.

ENSURE OR INSURE OR ASSURE

The first 2 (Ensure and Insure) are another pair of homophones. These words are not only similar in sound, but also similar in meaning. Yet, similar does not mean they can be used interchangeably.

The third, Assure, refers to the act of removing insecurities or doubt.

ENSURE

Ensure refers to the act of **making something certain**. When you ensure something, you do what is necessary to make that event or action occurs. For example, studying for a test ensures that you will not fail the test.

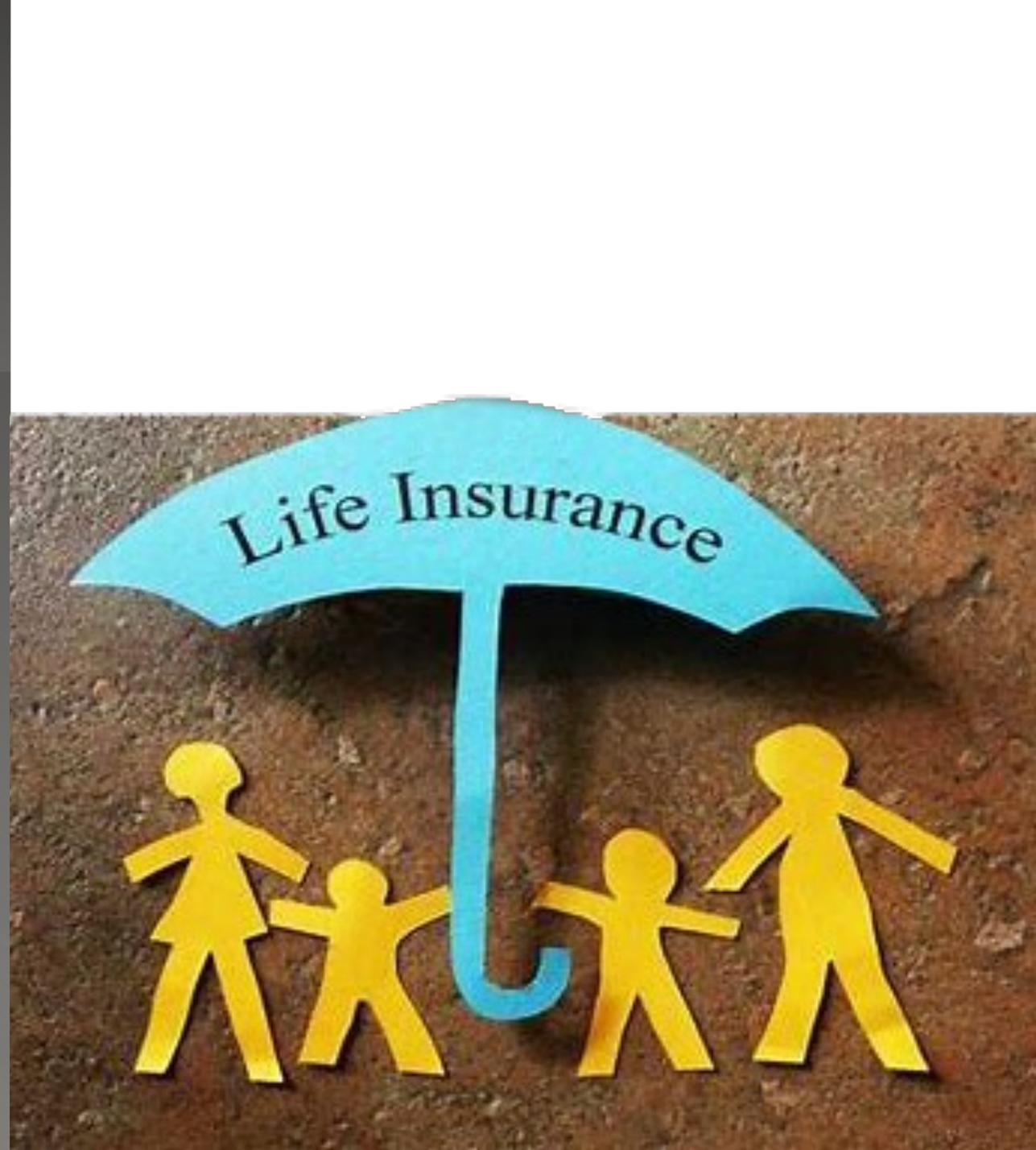
Use the word “ensure” when you want to guarantee an outcome.



INSURE

Use “insure” when referring to the specific idea of protection that has a policy attached, and use “ensure” when referring to actions done to *guarantee* a specific outcome.

We *insure* our lives, cars, health, travel, and in J-Lo’s case, our butts, to guarantee what we are officially protected if something bad happens. We do this to *ensure* the best possible results. 😊



ASSURE

Assure refers to the act of removing insecurities by guaranteeing that something will happen.

The act of assuring is the act of dispelling doubts. In a sentence, assure will generally precede the object that you are assuring, as in, "The mother assured her daughter that the loud thunderstorm would not hurt her."

"Despite recent layoffs, the manager assures us that our positions are safe."



SUMMARY

INSURANCE VERSUS ASSURANCE

Cover for an event that could happen for example a flood, theft, fire or accidents	Cover for an event that is certainly going to happen for example death of the insured.
The underlying principle is indemnity	Certainty is the underlying principle.
Annual commitment - renewable	Long term commitment
General insurance policy	Life insurance policy
Indemnify insured person with a financial risk protection.	Assured payment on the happening of an event defined in the policy.
Undertaken to reinstate the insurer to his former position after an accident or loss.	Undertaken to pay a lump sum when the event takes place as a result of the investment.
The insured party agrees to pay a premium regularly in exchange for adequate indemnity agreed in the policy document.	The insured agrees to pay a premium regularly in exchange for the benefit of a lump sum of money paid at the time of a particular event.

Here's what we know:

Assure" starts with the same letter as "alive." You can only assure someone who is alive, because you must be alive to feel doubt or fear in the first place.

"Insure" begins with the same letter as "income." Not having a good insurance policy could impact your income.

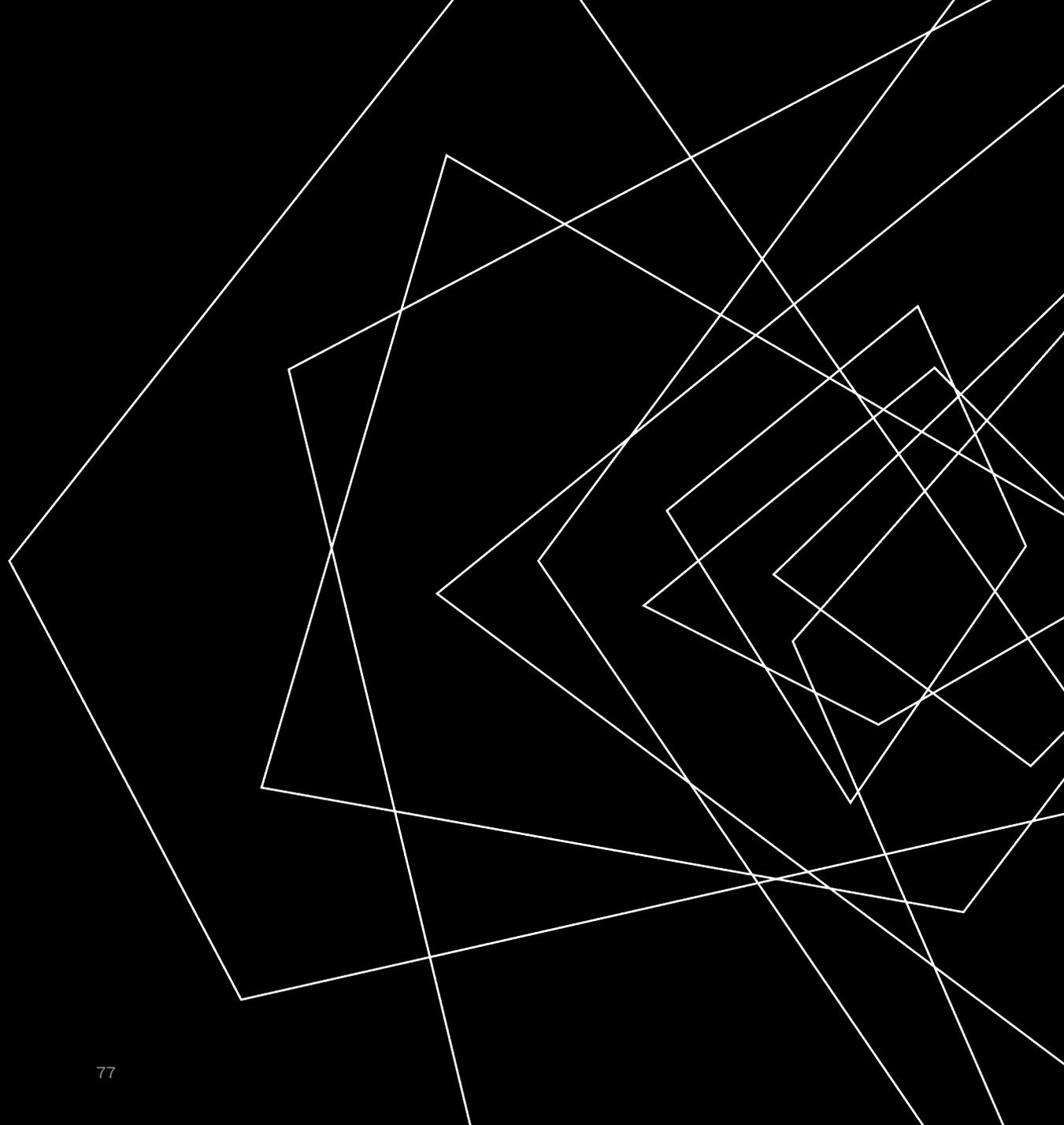
"Ensure" is a guarantee that something will happen — think of the double "e's" at the end of "guarantee" to ensure that you'll remember.

SEE
SEEN
SAW

TENSE

PRESENT
PAST
FUTURE
PERFECT

SINGULAR
PLURAL



SEE

Use “See” when referring to now, present tense or
I see. He sees. (singular) They see. (plural)
future tense.

I will see. (singular) They will see (plural)

One could be referring to literally using your eyes
or it could be a metaphor commonly used as a
substitute for “understand”.

“Oh, I see now.”



SAW

Use “saw” only when referring to the past, past tense.

I saw the concert last night. (singular)

They all saw it with me (plural)

Does not require also using an auxiliary verb.

SEEN

Use “Seen” in Perfect Past, Present or Future Tense.

I had seen (Past Perfect)

I have seen (Present perfect)

I will have seen (Future Perfect)

Seen is a past participle and always requires an auxiliary verb (like have, or had) to turn it into one of the perfect tenses.

SUMMARY

Verb Tenses

	Past	Present	Future
Simple	I saw	I see	I will see
Continuous	I was seeing	I am seeing	I will be seeing
Perfect	I had seen	I have seen	I will have seen
Perfect Continuous	I had been seeing	I have been seeing	I will have been seeing

PERSONS,
PERSON'S
OR
PERSONS'

Umm... what to do, what to do? 😊

PERSONS OR PEOPLE

The choice between “people” and “persons” depends on the context. “People” is the more commonly used plural form of “person”.

“Persons” is a more formal word and is used in legal writing or when referring to an exact or small number of individuals. (Persons of interest).

Also, there is an old usage prescription that “people” applies to uncountable groups of individuals, while “persons” applies to groups that are easily counted. (There were 5 persons at the party.)

(There were so many people at the party, I couldn't count them all.)



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(There were so many people at the party, I couldn't count them all.)

PEOPLE VERSUS PERSONS

PEOPLE

A mass noun indicating a group of individuals

Derived from the Latin word *Populus* which means ‘a nation, a body of citizens, a multitude’

Used in a general context

PERSONS

A mass noun that traditionally referred to an exact number of individuals

Derived from the Latin word *persona* which means a human being, a person

Usually seen only in the formal context such as in legal and official documents

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PERSON'S

Person's is a single, possessive noun so it shows personal ownership.

PERSONS'

If you put persons' then that would make it plural meaning many people share ownership of something

"Persons" is only plural and without the apostrophe, not possessive, so there would be no relationship between the people and something else.

SUMMARY

What we know:

The choice between using People or Persons largely depends on the number of humans that you are referring to.

Person's—Indicates singular or individual ownership.

Persons'—Indicates plural or group ownership

I OR ME

In general, use "I" in the position of subject and "me" in the position of object in a sentence. Both "I" and "me" are pronouns that replace nouns. While "I" is a subject pronoun (like we, he, she, they), "me" is an object pronoun (like us, him, her, them).

WHEN TO USE

Use “I” When you’re referring to the subject of a sentence or clause.

Use “Me” When you’re referring to the object of a sentence or clause.

A good way to test whether you want to use “I” or “me” is to take the other pronoun out of the sentence and see if it still makes sense.

Harry and I went to the store.
Test: I went to the store. (Correct!)

Jake invited Brian and I over for dinner.
Test: Jake invited I over for dinner. (Incorrect!)

EXAMPLE

Julia (subject) and I (subject) always go together.

Will you (subject) be coming with me (object) to the store?

Will you take my brother and me to the movies?
Test: Will you take me to the movies? (Correct!)

Sam, Jennifer, and me went to the beach.
Test: Me went to the beach. (Incorrect!)

SUMMARY

What we know:

Both are 1st person pronouns;

I is a subject pronoun, while Me is an object pronoun.

It can be hard to tell whether to use "I" or "me" in a long, complicated sentence with more than one subject or object. For example, "Me, Hector, and Sam went to the store" doesn't sound that bad to many people. Reduce the sentence to its simplest form, with just "I" or "me" remaining. In this example, you would be left with "Me went to the store" and "I went to the store."

Now, it's much easier to see that "I" is correct.

ALLOW
OR
PERMIT
OR
LET

Allow, permit and let are words that all have a similar meaning: 'to give permission or make it possible for somebody to do or have something'. Permit is more formal than allow. Allow is more formal than let.

Both Allow and Permit can be either a verb or an adjective. As a verb, permit means **to allow, tolerate, consent to, or authorize something or someone to do something**. As an adjective, permit means allowed, tolerated, or authorized by a law, a rule, or a person.

A permit can also be a noun as a formal document or a license that shows that something or someone is permitted.



ALL THESE SENTENCES ARE VALID:

Dad doesn't let me watch that program.

Dad doesn't allow me to watch that program.

Dad doesn't permit me to watch that program.

Note the use of the full infinitive (**to + verb**) with allow and permit.

This is in contrast to let, which doesn't require it.

There's no significant difference in the basic meanings, but the choice of which one to use is somewhat governed by the degree of formality of the situation:

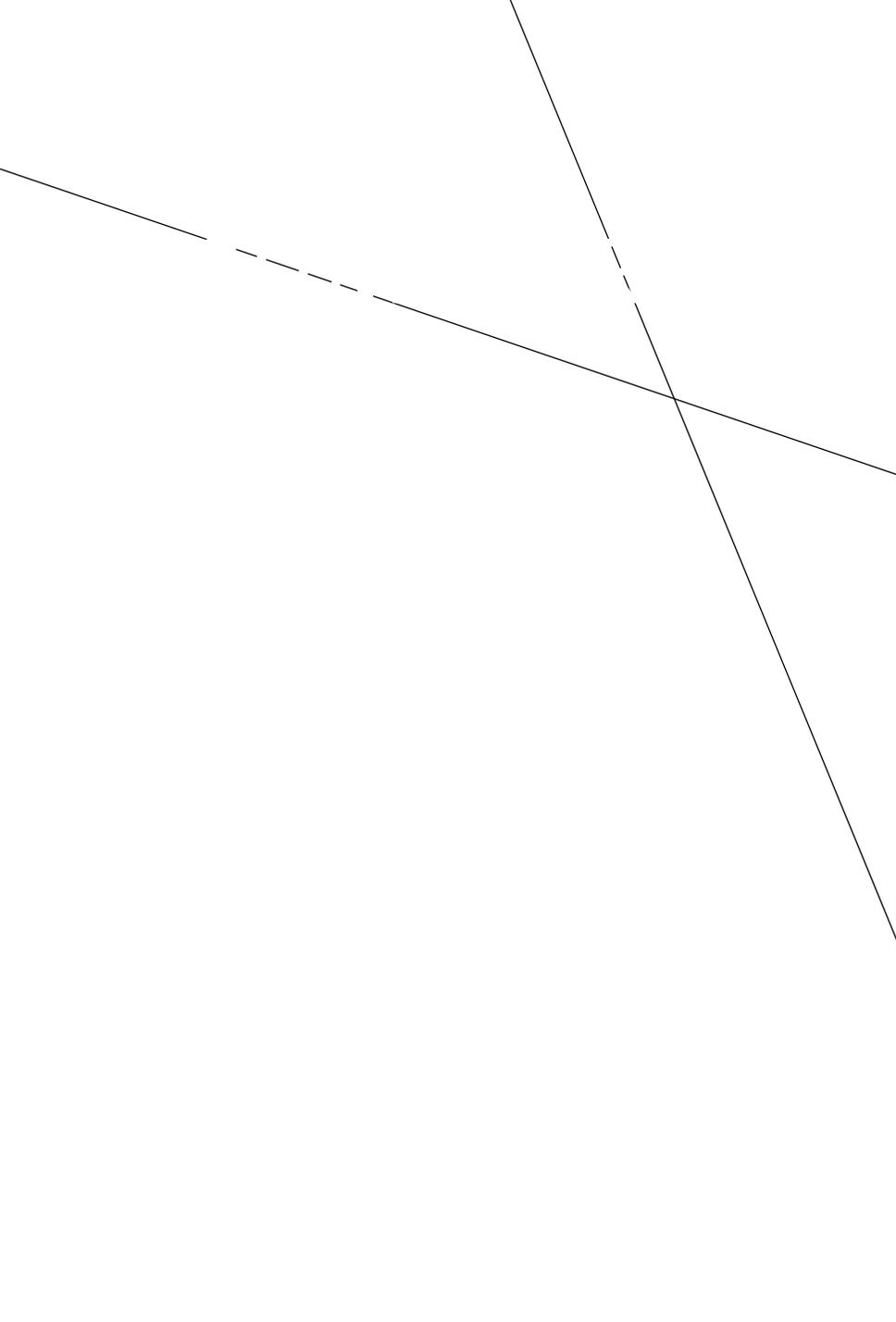
let is the least formal usage, and permit is the most formal.

PERMIT IS MORE FORMAL THAN ALLOW. ALLOW IS MORE FORMAL THAN LET.

*The University has established a Museums
Committee **to permit** more formal discussion of
common problems amongst its museums.*

*The plan for Heathrow will **allow** airport operator
BAA **to** build a third, shorter runway.*

*Will you **let** me pay for the meal?
Let me show you how to open it. It's a bit tricky.*



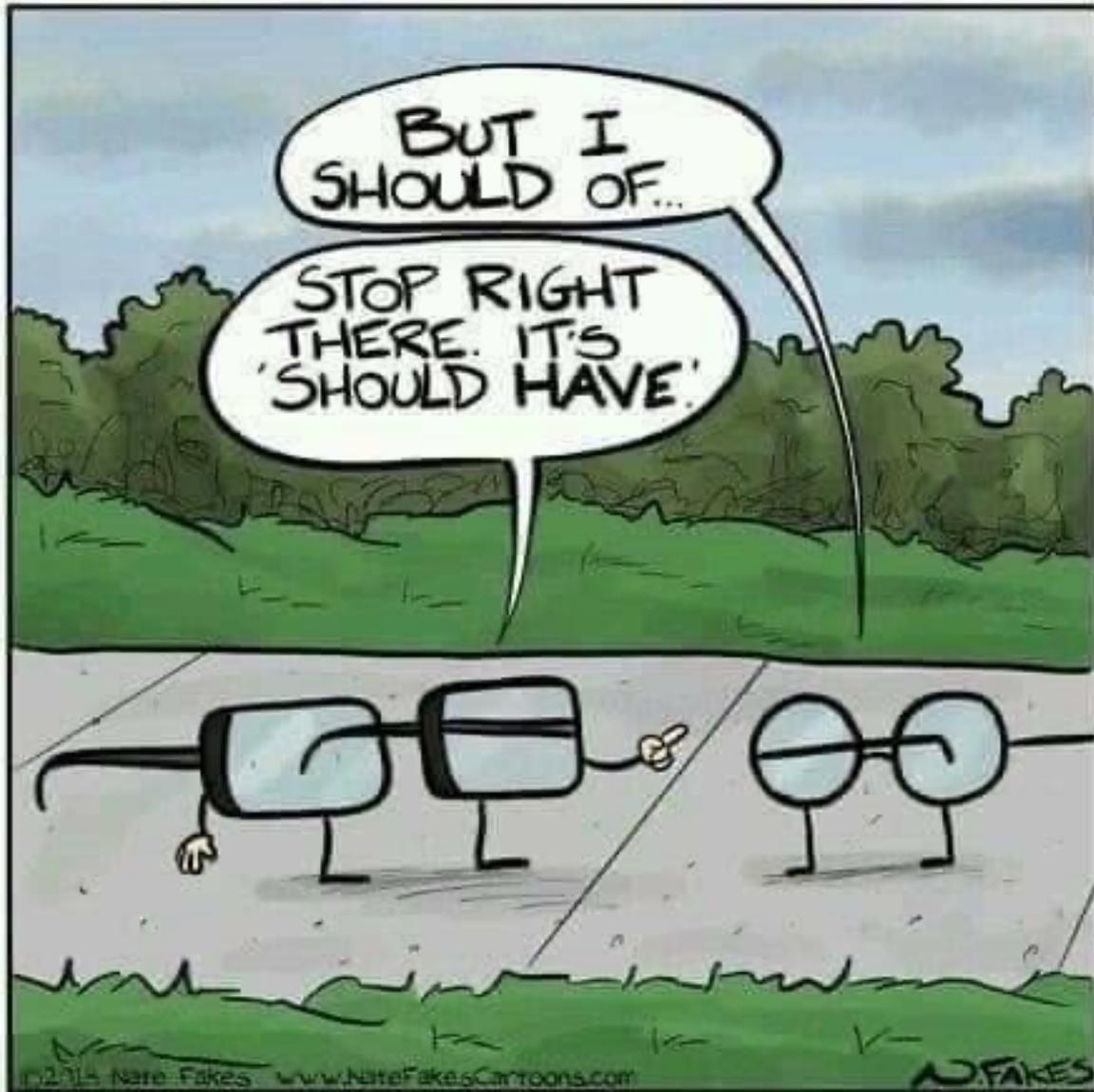
What we know:

Allow, **permit**, and **let** are all used to say that someone is given permission to do something, or is not prevented from doing something. **Permit** is the most formal of these three words.

OF
OR
HAVE

Umm... why is this an issue?

It's sloppy speech habits 😊



Corrective Lens

Have often functions as an auxiliary verb (or helping verb). In speech and informal writing, the contracted form **'ve** is sometimes used with the verbs could, must, should, would, may, and might.

When we speak, we slur these phrases so that they all sound as if they end in of, but in fact, all of them end in have. Their correct forms are **may have, might have, must have, should have, would have,** and **could have.**

Of is a preposition, not a contraction.

THE PROBLEM

There is a tendency to use the word **of** — which is a PREPOSITION — in a COMPOUND VERB when supported by should, could, would, may, might, etc., instead of the word **have**.

(A PREPOSITION is a word which generally comes before either a NOUN or PRONOUN in order to relate that NOUN / PRONOUN to another word.)

*The problem arises when the two words **should** & **have** are joined together and made into one word with an apostrophe. So, **should have** becomes **should've**.*

*When forming the COMPOUND VERB, the letters **'ve** actually sound like the word **of**.*

Therein lies the problem — soundalikes!.

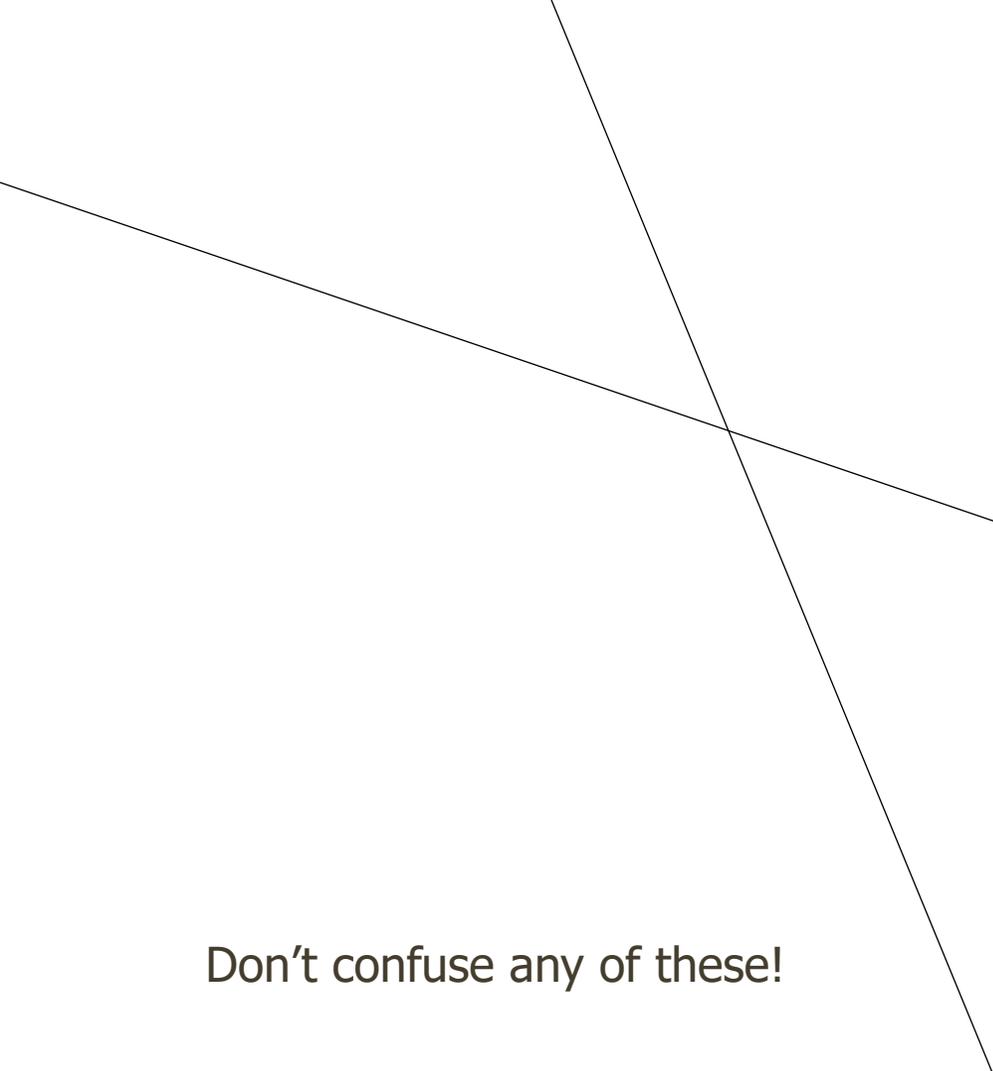
ALL THESE SENTENCES ARE VALID:

*Jed **could have** tried harder to help us.*

*Jed said, "**I would've** tried harder if I'd known you were paying attention."*

*Some of us **must have** been watching the game when the burglars broke into the house.*

If the Giants **would have** given him two more runs per game, DeSclafani **would have** won 20 games by the end **of** August.



Don't confuse any of these!

What we know:

We speak informally most of the time. This can get us into grammatical trouble if we write the way we speak.

Would've = would have, **not** would of.

Should've = should have, **not** should of.

TWO
OR
TO
OR
TOO

Umm... so many choices,
and so little time 😊

Two, Too, or To

Two refers to number 2.

Too refers to also or additional.

To is a preposition indicating direction.

A **Tutu** is a ballerina's costume.

Examples

I own **two** properties.

I cannot make **too** many mistakes or else I will fail.

She went **to** a new restaurant opened near her house.



HOW TO USE

How to Use To

"To" is a preposition or part of a verb infinitive.

- *The boy went "to" the store "to" [buy](#) groceries.*

How to Use Too

"Too" means also or in addition.

- *Did you want "to" come with us "too"?*
- *That new shirt you bought is "too" cute for words!*

How to Use Two

The word "two" always refers to number 2.

- *He had only "two" cents to his name.*
- *There were only "two" hours to go until the train would arrive.*

The confusion between "to" and "too" is one of the most common homophone errors in written English. If you mean to say "too" as in "additionally," "very," or "also," remember that that word "too" (also) has more *O*s than the word "to." Think of the extra *O* as meaning a little extra or additional.

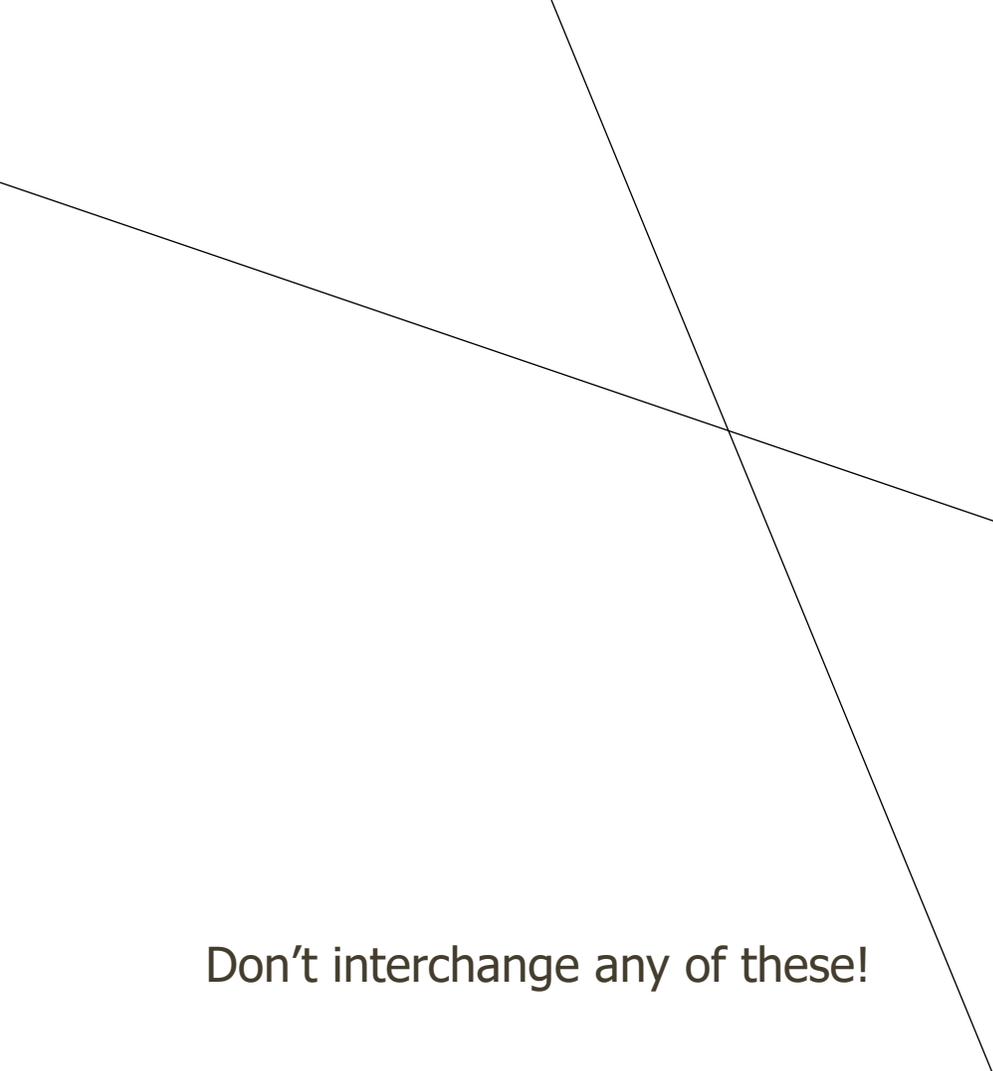
To differentiate "too" from "to," look at the sentence without it. Does it still make sense as a sentence?

- *"She's such a copycat," Sondra lamented, "because when I went 'to' the store 'to' stand in line for the new phone, she did, 'too.'"*

You can omit the word "too," and the sentence will still make sense. That is not the case if you remove either of the uses of the word "to."

Additionally, you can tell whether you need "to" or "too" by substituting the word also "also."

- *Because when I went "to" the store "to" stand in line for the new phone, she did, "also."*



Don't interchange any of these!

What we know:

"To" is a preposition or part of a verb infinitive.

"Too" means also or in addition.

"Two" always refers to the number 2.



Well... perhaps we can't *hear* an apostrophe, but we can certainly *see* it. So, when do we *use* it?

Its or It's

Examples

The words "its" and "it's" are based on the pronoun "it".

"Its" (without an apostrophe) is a possessive pronoun, meaning belonging to it.

Its Mine!

"It's" (with an apostrophe) is a contraction of "it is" or "it has".

An apostrophe is **not used** for possession with "it".

**with or without
apostrophe?**

Testime:

1. *Its / It's easy to get to the ballpark by car or bus.*
2. *This restaurant is known for its / it's emphasis on regional cooking.*
3. *Its / It's become very difficult to find parking near the library since it moved from its / it's Maple Street location.*

Remember: **When the word is a contraction of "it is" or "it has," the correct choice is it's. Otherwise, the correct choice is its.**

Its'is never correct.

NAILED IT!!!

