

Frequently Misspelled Words			
absence	accidentally	accommodate	accommodation
accomplish	achieve	acquire	acquit
advice	aggression	aggressive	all right
amateur	apparent	apparently	appearance
arctic	argument	assassination	basically
beginning	bicycle	biscuit	bizarre
broccoli	bureau	candidate	Caribbean
category	cemetery	changeable	colleague
column	coming	committee	completely
conscientious	conscious	criticize	curiosity
deceive	definite	definitely	descent
development	dilemma	disappear	disappoint
disastrous	dominant	easily	ecstasy
either	embarrass	environment	equipment
equipped	exaggerate	excellent	except
existence	expect	experience	explanation
Fahrenheit	familiar	fascinate	February
finally	financially	fluorescent	foreign
fundamental	further	generally	glamorous
grammar	grateful	guarantee	guard
harass	height	humorous	ignorance
immediate	incidentally	intelligence	interrupt
jewelry	judgment	knowledge	leisure
liaison	library	license	lightning
maintenance	mathematics	mediocre	miniature
miscellaneous	misspell	mosquito	mysterious
necessary	neighbor	occasionally	occurred
official	particular	persistent	physical
pleasant	potatoes	precede	preferred
prejudice	principal	privilege	propaganda
pursuit	restaurant	rhythm	scissors
seize	sense	separate	sincerely
success	tongue	truly	unfortunately
until	vacuum	weird	you're



Commonly Misused Words		
A	An	And
Abstruse	Obtuse	
Accept	Except	Except
Accidental	Incidental	
Ad	Add	
Adapt	Adopt	
Adverse	Averse	
Advice	Advise	
Affect	Effect	
Aggravate	Irritate	
Aid	Aide	
Air	Heir	
Aisle	I'll	Isle
Alley	Ally	
Allot	A Lot	Alot
All Ready	Already	
All Together	Altogether	
Allude	Elude	
Allusion	Illusion	
Allusive	Elusive	
Altar	Alter	
Alternate	Alternative	
Among	Between	
Amoral	Immoral	
Amount	Number	
Anonymous	Unanimous	
Anxious	Eager	
Anyone	Any One	
Are	Our	
Assumption	Presumption	
Assure	Ensure	Insure
Ate	Eight	
Attain	Obtain	
Bail	Bale	

Commonly Misused Words (cont)		
Band	Banned	
Bare	Bear	
Base	Bass	
Beside	Besides	
Buy	By	Bye
Capital	Capitol	
Cease	Seize	Siege
Ceiling	Sealing	
Cell	Sell	
Censor	Censure	Sensor
Cent	Scent	Sent
Cereal	Serial	
Choose	Chose	Chosen
Eventually	Ultimately	
Few (Fewer)	Little (Less)	
Finally	Finely	
Find	Fined	
Flour	Flower	
For	Fore	Four
Forth	Fourth	
Good	Well	
Grate	Great	
Guessed	Guest	
Have	Of	
Hay	Hey	
Hear	Here	
Heroin	Heroine	
Higher	Hire	
Hoarse	Horse	
Hole	Whole	
Hoping	Hopping	
Hour	Our	
I	Me	
Its	It's	



Commonly Misused Words (cont)		
Know	No	
Later	Latter	
Lay	Lie	
Lets	Let's	
Loose	Lose	
Mail	Male	
Many	Much	
Nobody	None	No One
Passed	Past	
Than	Then	
Their	There	They're
Threw	Through	Thru
To	Too	Two
Vain	Vane	Vein
Waist	Waste	
Wait	Weight	
Weather	Whether	
Were	We're	Where
Who	Which	That
Who	Whom	
Whose	Who's	
Your	You're	

Differences		
Its and It's	<i>Its</i> = possession	<i>It's</i> = it is or it has
You're and Your	<i>Your</i> = belonging to you	<i>You're</i> = you are
They're, Their, There	<i>They're</i> = they are	<i>there</i> = a place <i>their</i> = possessive
Affect and Effect	<i>affect</i> = to act upon or have an influence on	<i>effect</i> = to bring about or create; change
ie and eg	<i>ie</i> = in other words	<i>eg</i> = for example



Parts of Speech	
Noun	names a person, place, thing, idea (Lulu, jail, cantaloupe, loyalty, and so on)
Pronoun	takes the place of a noun (he, who, I, what, and so on). They may be used only as subjects or subject complements: I, he, she, we, they, who, whoever. They may be used only as objects or objective complements: me, him, her, us, them, whom, whomever. May be used as either subjects or objects: you, it, everyone, anyone, no one, someone, mine, ours, yours, theirs, either, neither, each, everybody, anybody, nobody, somebody, everything, anything, nothing, something, any, none, some, which, what, that. Pronouns that show possession: my, mine, your, yours, his, her, hers, its, our, ours, their, theirs, whose.
Verb	expresses action or being (scrambled, was, should win, and so on)
Adjective	describes a noun or pronoun (messy, strange, alien, and so on)
Adverb	describes a verb, adjective, or other adverb (willingly, woefully, very, and so on)
Preposition	relates a noun or a pronoun to another word in the sentence (by, for, from, and so on)
Conjunction	ties two words or groups of words together (and, after, although, and so on)
Interjection	expresses strong emotion (yikes! wow! ouch! and so on)

Verb Tense Tips in English Grammar	
Simple present tense	tells what is happening now
Simple past tense	tells what happened before now
Simple future	talks about what has not happened yet
Present perfect tense	expresses an action or state of being in the present that has some connection with the past
Past perfect tense	places an event before another event in the past
Future perfect tense	talks about something that has not happened yet in relation to another event in the future



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Placing Proper Punctuation

. ? !	Endmarks	All sentences need an endmark: a period, question mark, exclamation point, or ellipsis. Never put two endmarks at the end of the same sentence.
'	Apostrophes	For singular ownership, generally add 's; for plural ownership, generally add s'.
,	Commas	In direct address, use commas to separate the name from the rest of the sentence. In lists, place commas between items in a list, but not before the first item. Before conjunctions, when combining two complete sentences with a conjunction, place a comma before the conjunction. If you have one subject and two verbs, don't put a comma before the conjunction.
()	Hyphens	If two words create a single description, put a hyphen between them if the description comes before the word that it's describing. Don't hyphenate two-word descriptions if the first word ends in -ly.
:	Colon	Use a colon after an independent clause that precedes a list and to separate an explanation, rule, or example from a preceding independent clause.
;	Semicolon	Use a semicolon to join independent clauses in compound sentences that do not have coordinating conjunctions (and, or, but, nor, for, so, yet) and commas as connectors. Words like however, moreover, thus, and therefore, are often used as connectors in these sentences. You can also use semicolons to separate long or complicated items in a series that already includes commas, and to separate two long or complex independent clauses joined by a coordinating conjunction if confusion would result from using a comma.



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