

# **35 MISTAKES TO AVOID IN YOUR WRITING**

A Cheat Sheet for the Most Common Usage,  
Grammar, and Punctuation Mistakes.

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# INTRODUCTION

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There are literally hundreds of different rules for grammar, style, and usage, and no one can possibly keep track of them all. That's why I wrote this book.

I wrote this book for writers who want to write effectively and compellingly but don't want to spend a lot of time sifting through grammar textbooks or style guides to get it right. I provide examples of common usage and grammatical problems along with solutions and explanations.

I have kept many of the explanations short and concise so that this e-book can be used as a cheat sheet on your desk or in your office. If you desire a more full explanation for any of the problems presented below, please visit [WritingExplained.org](http://WritingExplained.org).

# USAGE MISTAKES

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The vast majority of linguistic problems that writers, copyeditors, and teachers struggle with don't really concern grammar at all—they concern usage. Usage is the collective habits of a language's native speakers, and sometimes these habits can cause quite a bit of frustration for editors and writers with an eye for precision in writing.

In language, many words are so similar in sound that they are confused with each other—even to native speakers. In this section we have summarized 20 of the most commonly confused word sets.

# 1. AFFECT VS. EFFECT

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**Incorrect:** The game will effect our standings in the league.

**Correct:** The game will affect our standings in the league.

Although both words can be used as nouns and verbs, “effect” is usually used as a noun and “affect” is usually used as a verb.

# 2. APART VS. A PART

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**Incorrect:** Can I be apart of your group?

**Correct:** Can I be a part of your group?

Apart is an adverb meaning, “separated by some distance.” *These two rocks are three feet apart from each other.* “A part” is two separate words, the article “a” and the noun “part.” Apart is usually paired with “from” and a part is usually paired with “of.”

# 3. ASSURE VS. ENSURE

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**Incorrect:** You must take the proper precautions to assure your privacy.

**Correct:** You must take the proper precautions to ensure your privacy.

To ensure something happens is to guarantee it. Assure is to tell someone something positively or confidently to remove any doubt. *Greg assured me nothing was wrong. In order to ensure that nothing was wrong, Greg locked the door.*

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## 4. WHO VS. WHOM

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**Incorrect:** Who did you give that to?

**Correct:** To whom did you give that?

Who functions as a subject while whom functions as an object. An easy way to remember the difference is to substitute he/him into your sentences. If he works, it should be who. If him works, it should be whom. *Who (he) told me to make dinner. You delivered to pizza to whom (him)?*

## 5. ATTAIN VS. OBTAIN

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**Incorrect:** Joe worked very hard and obtained a great level of success.

**Correct:** Joe worked very hard and attained a great level of success.

Attain and obtain are both verbs. Attain means “to accomplish, reach, or achieve something through effort.” Obtain means “to get, acquire, or to gain possession of something.” Attain implies effort put forth to produce the outcome.

## 6. BREAK VS. BRAKE

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**Incorrect:** There's been a brake in the water pipe.

**Correct:** There's been a break in the water pipe.

Break can be used as a noun and verb. To break something is to cause it to separate into pieces. A break is the act or action of breaking. *We took a break at work.* Brake can also be used as a noun and verb. To brake is to stop your car.

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## 7. CAPITAL VS. CAPITOL

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**Incorrect:** We took a tour of the capital building today.

**Correct:** We took a tour of the capitol building today.

Capital refers to a city, specifically a governmental seat. It can also be used in a financial sense to describe money or equipment. Capitol is a building where a legislature meets.

## 8. COMPLIMENT VS. COMPLEMENT

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**Incorrect:** Today I received a nice complement from a friend.

**Correct:** Today I received a nice compliment from a friend.

A compliment is a flattering or praising remark. A complement is something that completes or brings something to perfection. *Those shoes are the perfect complement for that dress.*

## 9. COMPRISE VS. COMPOSE

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**Incorrect:** Fifty states comprise the United States.

**Correct:** Fifty states compose the United States.

Comprise means “to be made up of.” Compose means “to make up the constituent parts of.” With comprise, the whole is the subject. With compose, the parts are the subject.

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## 10. EMIGRATE VS. IMMIGRATE

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**Incorrect:** My grandparents emigrated to the United States.

**Correct:** My grandparents immigrated to the United States.

To immigrate is to go to a new place. To emigrate is to leave a place. You immigrate to places and emigrate from places.

## 11. EVERYDAY VS. EVERY DAY

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**Incorrect:** I get coffee before work everyday.

**Correct:** I get coffee before work every day.

Everyday, when used as a single word, is an adjective meaning commonplace, usual, and suitable for ordinary days. Every day, two words, is an adverbial phrase. Substituting “each day” for “every day” will help you keep them separated.

## 12. EXPLICIT VS. IMPLICIT

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**Incorrect:** Please be implicit, what is it that you want?

**Correct:** Please be explicit, what is it that you want?

To say something explicitly is to spell it out clearly so that it is unambiguous. Something is implicit when it is implied or not said clearly and directly.

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## 13. INVOKE VS. EVOKE

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**Incorrect:** This comic strip will invoke laughter.

**Correct:** This comic strip will evoke laughter.

To invoke is to assert something as authority or appeal to someone for help. *Great Britain invoked military aid from the United States.* To evoke is to bring someone forth or to recall something to the conscious mind. Invoke is a more direct action than evoke.

## 14. WHO VS. THAT

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**Incorrect:** The woman that opened the door for you is my mom.

**Correct:** The woman who opened the door for you is my mom.

When referring to inanimate objects or animals without a name, use that. When referring to human beings and animals with a name, use who.

## 15. ONTO VS. ON TO

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**Incorrect:** The cat jumped on to the dresser.

**Correct:** The cat jumped onto the dresser.

Onto is a preposition that means “on top of, to a position on.” On to, two words, is used when on is part of a verb phrase such as “held on.” *She held on to the chains while swinging.* A good trick is to mentally say “up” before “on” in a sentence. If it still makes sense, then onto is the correct choice.

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## 16. PASSED VS. PAST

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**Incorrect:** The car past me on the left.

**Correct:** The car passed me on the left.

Passed implied movement of some sort. Past is a period of time before the present. *Bill Clinton is a past president.*

## 17. TO VS. TOO VS. TWO

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**Incorrect:** There are to many people here.

**Correct:** There are too many people here.

Too means “also or very.” Two is the number 2. *I need two pizzas.* To is just about everything else. *Can you drive me to the mall?*

## 18. THERE VS. THEIR VS. THEY'RE

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**Incorrect:** All of there equipment was loaded into the truck.

**Correct:** All of their equipment was loaded into the truck.

There is a direction and is usually paired with “is” or “are.” *Over there is a crocodile.* Their is possessive. *Their house is very cute.* They're is a contraction of “they are.” *They're (they are) moving in next door.*

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## 19. TOWARD VS TOWARDS

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The difference between towards and toward is entirely dialectal. In American English, you should use toward. In British English, you should use towards.

## 20. PRINCIPAL VS. PRINCIPLE

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**Incorrect:** Mr. Babcock is the principle of the high school.

**Correct:** Mr. Babcock is the principal of the high school.

Principal refers to a person of high authority or prominence. It also has specific meanings in finance and law. *How much have you repaid on the principal of your loan?* Principle is a natural, moral legal rule or standard. *The principle of free speech is essential in any democracy.*

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# GRAMMAR MISTAKES

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## 21. THIS IS HIM/THIS IS HER

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**Incorrect:** Can I please speak with Rachel? Yes, this is her.

**Correct:** Can I please speak with Rachel? Yes, this is she.

When someone calls on the phone asking for you, you should always respond by saying this is he/she because these words are nominative, not objective.

## 22. IF I WAS VS. IF I WERE

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**Incorrect:** I wish I was rich.

**Correct:** I wish I were rich.

When you are dealing with counterfactuals or things that are wishful, hopeful, or imaginative, you need to use what is called the subjunctive mood. A good indicator for a subjunctive verb is when you see an "if." *If I were a wealthy man...I wouldn't have to work hard.*

## 23. MISPLACING MODIFIERS

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**Incorrect:** Entering the library, a desk was the first thing I noticed.

**Correct:** Entering the library, I first noticed a desk.

In the first sentence, a desk is what is entering the library when it should be referring to me. There is a simple rule for sentences with a short phrase at the beginning: whatever the beginning phrase refers to should immediately follow the comma.

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## 24. USING ME INSTEAD OF I

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**Incorrect:** Me and my friend are going to the beach.

**Correct:** My friend and I are going to the beach.

“I” is a subject while “me” is an object. That means that whenever the word in question is acting as the subject of the sentence, you should use “I.” Also, by convention, “I” is secondary in your sentence when others are present. *Steve and I are getting lunch.*

## 25. WHICH VS. THAT

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**Incorrect:** No bags which are over 50 pounds will be permitted.

**Correct:** No bags that are over 50 pounds will be permitted.

“That” is reserved for restrictive clauses, clauses that are essential to the meaning of a sentence. For nonrestrictive or nonessential clauses, use “which.” *My bedroom, which is on the second floor, has a window.*

## 26. THEY AS SINGULAR

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**Incorrect:** If a student succeeds, he or she should thank their teacher.

**Correct:** If a student succeeds, he or she should thank his or her teacher.

They is not a singular pronoun. It is plural, so when you pair it with the singular “he” and “she,” it is wrong. As you can see, however, the second sentence above is very cumbersome, albeit correct. It is then advisable to use plural throughout when possible. *When students succeed, they should thank their teachers.*

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## 27. USING “LIKE” AS A CONJUNCTION

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**Incorrect:** These people act like they've never eaten before today.

**Correct:** These people act as if they've never eaten before today.

Like is a preposition, not a conjunction. It, therefore, takes objects, but you shouldn't be seeing any verbs following it. *I play the guitar just like you.*

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# PUNCTUATION MISTAKES

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## 28. SEMICOLONS CONNECT EQUAL UNITS

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**Incorrect:** Together we saw a splendid movie; which was a box office smash.

**Correct:** Together we saw a splendid movie; it was a box office smash.

A lot of people say that semicolons connect two independent clauses. This is true, but they can do more. They connect equal grammatical units, whether they are independent or dependent, so make sure both sides of a semicolon are equal.

## 29. COMMA SPLICE

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**Incorrect:** John hit the ball, he ran to first base.

**Correct:** John hit the ball. He ran to first base.

A comma cannot join two independent clauses without a coordinating conjunction in between them. These conjunctions are remembered by the acronym FANBOYS, for, and, nor, but, or, yet, and so. *John hit the ball, and he ran to first base.*

## 30. MISSING COMMA AFTER INTRO PHRASE

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**Incorrect:** After he hit the ball he ran to first base.

**Correct:** After he hit the ball, he ran to first base.

If your main clause is preceded by an introductory clause or phrase, it needs to be set off by a comma.

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## 31. COMMA AFTER MAIN CLAUSE

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**Incorrect:** John ran to first base, after hitting the ball.

**Correct:** John ran to first base after hitting the ball.

A comma is not necessary when a clause or phrase appears after the main clause.

## 32. QUOTATION MARKS TO ADD EMPHASIS

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**Incorrect:** When you are cited on the six o'clock news you have "arrived."

**Correct:** When you are cited on the six o'clock news you have *arrived*.

Quotation marks are not used to add emphasis: italics are. Quotation marks are used to set off exact words that were used by another person or appeared elsewhere. *The president was quoted as saying "The economy is doing just fine."*

## 33. PUNCTUATION OUTSIDE OF QUOTES

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In American English, quotation marks go inside of quotations, but in British English, they go on the outside. For example,

American: The president said, "The economy is slowly coming back to life," but that citizens might need to wait a few more months.

British: The president said, "The economy is slowly coming back to life", but that citizens might need to wait a few more months.

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## 34. USING ELLIPSES FOR PAUSES

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**Incorrect:** I cannot wait to tell you...I got married!

**Correct:** I cannot wait to tell you—I got married!

Ellipses are not used to indicate pauses. Rather, they are used when words or sentences in a quoted manner are omitted.

## 35. INCORRECTLY LABELING TIMES

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**Incorrect:** The party will be from 5:30-6:30

**Correct:** The party will be from 5:30 to 6:30.

**Correct:** The party will be 5:30-6:30.

If you start by saying “between” or “from,” then you need to also use “to.” You cannot use “between” or “from” and a hyphen.

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