

## COMMONLY CONFUSED WORDS

- **accept** = verb meaning to receive or to agree: *He **accepted** their praise graciously.*
  - **except** = preposition meaning all but, other than: *Everyone went to the game **except** Alyson.*
  
  - **affect** = verb meaning to influence: *Will lack of sleep **affect** your game?*
  - **effect** = noun meaning result or consequence: *Will lack of sleep have an **effect** on your game?*
  - **effect** = verb meaning to bring about, to accomplish: *Our efforts have **effected** a major change in university policy.*
- Mnemonic aid: **RAVEN**: Remember, Affect is a Verb and Effect is a Noun.
- **advise** = verb that means to recommend, suggest, or counsel: *I **advise** you to be cautious.*
  - **advice** = noun that means a recommendation: *I'd like to ask for your **advice** on this matter.*
  
  - **already** = previously: *I have **already** seen that movie.*
  - **all ready** = completely prepared: *By the time I arrived, my friends were **all ready** to leave.*
  
  - **beside** = next to: *There is a nightstand **beside** my bed.*
  - **besides** = in addition to: ***Besides** me, there are three other boys in my family.*
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  - **capital** = the city seat of state government: *Sacramento is the **capital** of California.*
  - **capitol** = the building where the state or national government meets: *Tour the **capitol**.*
  
  - **conscious** = awake, perceiving: *Despite a head injury, the patient remained **conscious**.*
  - **conscience** = the sense of obligation to be good: *His **conscience** wouldn't let him cheat.*
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  - **e.g.** = for example: *Bring food to the party (**e.g.**, pizza, beer, soda, chips).*
  - **i.e.** = that is (used to explain something more fully): *Take the medicine for a short time (**i.e.**, three to five days).*
  
  - **ensure** = make certain: *Please **ensure** that you are on time for your court appearance.*
  - **insure** = get insurance for: *You must **insure** your car in California.*
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  - **farther** = a greater distance: *I now live five miles **farther** from LAVC than I used to.*
  - **further** = additionally, more deeply: *Please investigate this complaint **further**.*
  
  - **its** = possessive adjective of the pronoun *it*): *The crab had an unusual growth on **its** shell.*
  - **it's** = contraction for *it is* or *it has*: ***It's** still raining; **it's** been raining for three days.*
  
  - **lead** = a dense metallic element: *The X-ray technician wore a vest lined with **lead**.*
  - **lead** = present tense of the verb meaning to guide: *You can **lead** a horse to water.*
  - **led** = past tense of the verb to lead: *The evidence **led** the jury to reach a unanimous decision.*
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  - **lose** = misplace: *Don't **lose** your car keys.*
  - **loose** = ill fitting: *Some guys' pants are too **loose**.*

- **passed** = (verb) past tense of pass, went by: *Almost 20 years has **passed** since I saw you last. Yesterday I **passed** your house on the way to work.*
- **past** = (noun or adj.) time that has gone by: *In the **past** three years, I have dated one man. Yesterday, I drove **past** your house. That is all in the **past**.*
- **precede** = go before: *B **precedes** C in the alphabet.*
- **proceed** = continue: *I'm sorry to interrupt – please **proceed** with your report.*
- **principal** = most important; CEO of a school: *Making money is our **principal** reason for doing business. My son was called into the **principal**'s office nearly every day.*
- **principle** = code of conduct, rules: *These are the **principles** the church follows.*
- **quiet** = silent: *Please be **quiet** in the library.*
- **quite** = almost entirely: *We were **quite** sure she was the criminal.*
- **sight** = something seen: *We were shocked at the **sight** of their messy house.*
- **site** = location: *This will be the **site** of our new library.*
- **cite** = quote or refer to: *Be sure to **cite** the reference book you used for this information.*
- **stationary** = standing still, unmoving: *Exercise on a **stationary** bicycle.*
- **stationery** = materials used for writing: *Choose your **stationery** for the wedding invitations.*

	used in comparison statements: He is richer <b>than</b> I.
<b>Than</b>	used in statements of preference: I would rather dance <b>than</b> eat.
	used to suggest quantities beyond a specified amount: Read more <b>than</b> the first paragraph.
	a time other than now: He was younger <b>then</b> . She will start her new job <b>then</b> .
<b>Then</b>	next in time, space, or order: First we must study; <b>then</b> we can play.
	used for a logical conclusion: If you've studied hard, <b>then</b> the exam should be no problem.

- **their** = possessive pronoun: *They received **their** books.*
- **there** = that place: *My house is over **there**. [remember: it contains the word *here*.]*
- **they're** = contraction for “they are”: ***They're** making dinner. [used informally]*
- **through** = indicating movement from one point to another: *Don't go **through** the forest.*
- **threw** = past tense of “throw”: *He **threw** the ball to first base.*
- **thorough** = complete in every way: *We made a **thorough** search to look for the missing key.*
- **to** = preposition, or first part of the infinitive form of a verb: *They went **to** the lake **to** swim.*
- **too** = very, also: *I was **too** tired to continue. I was hungry, **too**. [it contains too many “o”s]*
- **two** = the number 2: ***Two** students scored below passing on the exam.*
- **we're** = contraction for we are: ***We're** glad to help.*
- **where** = location: ***Where** are you going? [remember: it contains the word *here*]*
- **were** = a past tense form of the verb be: *They **were** walking side by side.*
- **your** = possessive pronoun: ***Your** shoes are untied.*
- **you're** = contraction for you are: ***You're** walking around with your shoes untied.*