

Commonly Confused Words

Possessive Versus Contracted Words		
Words	Versions	Examples
Your and You're (you are)	<u>Possessive</u> : Your <u>Contracted</u> : You're (There is no yours')	<u>Possessive</u> : <i>Your</i> presence is expected. <u>Contraction</u> : <i>You're</i> (you are) expected to attend.
Its and It's (it is)	<u>Possessive</u> : Its <u>Contracted</u> : It's (There is no its') <u>Incorrect</u> : Its' <u>Correct</u> : Its	<u>Possessive</u> : <i>Its</i> effect is unknown. <u>Contraction</u> : <i>It's</i> (it is) unknown what effect it has.
Whose and Who's (who is)	<u>Possessive</u> : Whose <u>Contracted</u> : Who's	<u>Possessive</u> : <i>Whose</i> book is this? <u>Contraction</u> : <i>Who's</i> (who is) this?
Their, They're (they are), and There	<u>Possessive</u> : Their <u>Contracted</u> : They're <u>Location</u> : There	<u>Possessive</u> : <i>Their</i> book is here. <u>Contraction</u> : <i>They're</i> (they are) standing nearby. <u>Location</u> : <i>There</i> is the book you wanted.

Commonly Confused Word Forms

Affect and Effect

Affect is the verb form and describes an action; effect is the noun form and describes a thing.

Verb: How will this *affect* me? Noun: What *effect* does this have?

Advise and Advice

Advise is the verb form and describes an action; advice is the noun form and describes a thing.

Verb: Please *advise* me on what to do. Noun: What *advice* can I give you?

Accept and Except

Accept is the verb form and means to receive; except is the conjunction form and means other than, apart from, otherwise.

Verb: Please *accept* my well wishes for your grandmother. Conjunction: She took everything *except* the kitchen sink.

Other Commonly Confused Words		
Words	Versions	Examples
Everyday and Every Day	<u>Adverb</u> : Every day <u>Adjective</u> : everyday (There is no yours')	<u>Adverb</u> : I go to school <i>every day</i> . <u>Adjective</u> : This weather is an <i>everyday</i> occurrence.
Then and Than	<u>Effect in a cause and effect clause (if...then...)</u> : Then <u>Used for comparison</u> : Than	<u>If-then</u> : If I go to the store, <i>then</i> I can play later. <u>Comparison</u> : I am taller <i>than</i> you are. I work more <i>than</i> you do. I have more toys <i>than</i> you do.
To, Too, and Two	<u>Preposition / Location</u> : To <u>Adverb meaning also/as well or a lot/very</u> : Too <u>Number 2</u> : Two	<u>Preposition / Location</u> : I go to work every day. <u>Adverb</u> : I go to work <i>too</i> . I have <i>too</i> many toys. I have <i>too</i> much to do. <u>Number 2</u> : I have <i>two</i> toys.
May be and Maybe	<u>Verb Phrase</u> : May be <u>Adverb</u> : Maybe The adverb maybe would go before the verb, while may be goes before the verb to form the verbal phrase.	<u>Verb phrase</u> : Charlie <i>may be</i> fired. <u>Adverb</u> : <i>Maybe</i> Charlie is fired.
Were and Where	<u>Past tense verb</u> : Were <u>Location</u> : Where	<u>Past Tense</u> : We <i>were</i> driving our car. <u>Location</u> : I know <i>where</i> your car is parked.