

TIP #41
[1.29.16]

HOW SHARP ARE YOUR WRITING SKILLS?

Bending the Rules:

Starting a sentence with 'and'..... This helps call attention to your point.

*Example: We've completed the project. **And** we think this plan will work.*

Starting a sentence with 'but'..... **But** emphasizes a contrast between sentences.

*Example: We had hoped the CEO would approve the proposal. **But** he didn't.*

Using a sentence fragment.... A fragment is an incomplete sentence, which can emphasize a point.

Example: We've never been number one in our field. Until now.

Plural Nouns:

: I'm buying my co-workers (cacti; cactuses) for the holidays. (cacti)

: I'm counting by (2s ; 2's). (2s)

Irregular Verbs:

: Are you sure they have (drunk; drank) all their coffee? (drunk)

: I wish he'd (taken; took) those files to his meeting (taken)

Confusing Words:

: He wanted the (council; counsel) of his mentor (counsel)

: We're choosing a new (cite; site ; sight) for this year's conference (site)

: How will the transfer (affect; effect) your department? (affect)

One Word or Two:

: You should get to the airport two hours before (take off; takeoff) (takeoff)

: If you have a question, feel free to call me (any time; anytime) (anytime)

: We're (all ready; already) to start the meeting. (all ready)

Words Sounding the Same:

: Her behavior (led ; lead) me to reach that conclusion (led)

: I'd rather speak with him (then ; than) leave a message (than)

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