

Business Communications I: Vocabulary Errors

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National Association of Elevator Contractors



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About this Study Guide

This guide is intended to supplement your individualized Skillsoft learning by providing materials and examples specific to the vertical transport industry.

The content of this guide provides details about words that are commonly misused or confused with other words.

Information included in this study guide is intended for educational purposes only. Check with your company for specific guidelines.

Commonly Misused Words

The following is a partial list of commonly misused words. Please familiarize yourself with these words, as well as add on to this list with words you discover you misuse. All definitions are taken from <http://www.merriam-webster.com/netdict.htm>.

Word		Part of Speech	Definition
Advice/Advise			
	Advice	noun	an opinion or suggestion about what someone should do
	Advise	verb	to give an opinion or suggestion to someone about what should be done : to give advice to (someone)
Affect/Effect			
	Affect	noun	a set of observable manifestations of a subjectively experienced emotion
		verb	to put on a pretense of; to tend toward
	Effect	noun	a change that results when something is done or happens
A lot/Alot/Allot			
	A lot	pronoun	a large number or amount; a great deal
	Alot		this word does not exist
	Allot	verb	to apportion something
Already/All Ready			
	Already	adverb	before this time; before now; before that time
	All ready	adjective	everyone or everything is completely prepared
Altogether/All together			
	Altogether	adverb	completely and fully; with everything added together; when everything is considered
	All together	adverb	all in one place or in one group, all at once

Word	Part of Speech	Definition
Among/Between		
Among	preposition	in or through the midst of, surrounded by; in company or association with
Between	preposition	in the space that separates (two things or people); in the time that separates (two actions, events, etc.)
		* Note: "Among" is not about division and often contains multiples whereas "between" usually divides two subjects.
Assure/Insure/Ensure		
Assure	verb	to tell someone in a very strong and definite way that something will happen or that something is true
Insure	verb	to buy insurance for something (such as property or health) or provide insurance for something (such as property or health)
Ensure	verb	to make something sure, certain, or safe; to guarantee
By/Bye/Buy		
By	preposition	in proximity to, near
Bye	abbreviation	a shortened form of "goodbye", which is a farewell term.
Buy	verb	to get something by paying money for it
Capital/Capitol		
Capital		1. a. of a letter: of or conforming to the series A, B, C, etc. rather than a, b, c, etc.
		b. punishable by death <a <i>capital</i> crime>
		c. involving execution < <i>capital</i> punishment>
		d. most serious <a <i>capital</i> error>
		2. chief in importance or influence
		3. of or relating to capital, <i>especially</i> : relating to or being assets that add to the long-term net worth of a corporation < <i>capital</i> improvements>

Word		Part of Speech	Definition
	Capitol:		a building or group of buildings in which a state legislative body meets or the functions of state government are carried out
Complement/Compliment			
	Complement	noun	something that completes something else or makes it better
		verb	to complete something else or make it better
	Compliment	noun	an expression that says something good about someone; or
		verb	to say something nice to someone or about something
Elicit/Illicit			
	Elicit	verb	to get a response from someone
	Illicit	adjective	unlawful, not permitted
Fair/Fare			
	Fair	adjective	agreeing with what is thought to be right or acceptable
	Fare	noun	the money a person pays to travel
		verb	to do something well or badly
Farther/Further			
	Farther	adverb	at a more distant place or time or a more advanced point
		adverb	to a greater degree or extent
Rational/Rationale			
	Rational	adjective	having the ability to reason or think about things clearly
	Rationale	noun	the reason or explanation for something

Word		Part of Speech	Definition
Recur/Reoccur			
	Recur	verb	to happen or appear again; to occur again
	Reoccur	verb	occur again or repeatedly
Sensor/Censor			
	Sensor	noun	a device that detects or senses heat, light, sound, motion, etc., and then reacts to it in a particular way
	Censor	noun	a person who supervises conduct and morals
		Verb	to examine books, movies, letters, etc., in order to remove things that are considered to be offensive, immoral, harmful to society, etc.
Than/Then			
	Than	preposition	when compared to
	Then		indicating time
There/Their/They're			
	There	adverb	in that place, at that location
	Their	adjective	relating to or belonging to certain people, animals, or things: made or done by certain people, animals, or things
	They're	contraction	They are
Wander/Wonder			
	Wander	verb	to move around or go to different places usually without having a particular purpose or direction
	Wonder	noun	something or someone that is surprising or hard to believe
		verb	to have interest in knowing or learning something: to think about something with curiosity