

# Grammar Basics

Talking Shop

# The Dirty Dozen

1. Everyday v. Every Day
2. Over v. More Than
3. A lot
4. That
5. The Said Rule
6. Affect v. Effect
7. Among v. Between
8. Exclamation Marks
9. There, They're and Their
10. To, Too and Two
11. That v. Which, That v. Who, Who v. Whom
12. Fewer v. Less

# How to Write Well

- Read
- Have Something to Say
- Organize Your Thoughts
- Consider Your Audience
- Learn Grammar
- Build Your Vocabulary
- Write Clearly and Precisely
- Read Aloud
- Revise
- Write

# The Tricky Concepts

- Toward v. Towards
- Lay v. Lie
  - Lay is a transitive verb and takes a direct object. It means "to set something down." (Lay, Laid, Have Laid, Laying)
  - Lie is an intransitive verb and does not take a direct object. It means "to rest." (Lie, Lay, Have Lain, Lying)
- Alleged and Allegedly
- Ending in a Preposition

# Aggravate Your Friends

- Half-staff
- Cement v. Concrete
- Different From
- Hanged v. Hung
- Jail v. Prison
- "To Boldly Go Where No One Has Gone Before"
- His, Hers, Its, Their
- Used To