

- Affect/effect – affect is a verb relating to emotion or pretentiousness / affectation ('The man affects an American accent'; 'he was genuinely affected by the music'); effect is usually a noun ('His arrival had a big effect')
- A lot, not 'alot'
- All right, not 'alright'
- All sorts, not 'alsorts'
- Basically: this word is unnecessary in most contexts
- Continuous/continual – a continuous noise never stops; a continual noise is frequent but with interruptions
- Comprise or consists of (but not 'comprises of')
- Dependant/dependent: a dependant is a noun ('he looked after his friends'); dependent is an adjective ('they were dependent upon him')
- Different from, not 'different than'
- Discreet = modest/restrained; discrete = separate
- Disinterested = neutral/objective; uninterested = not interested
- Due to = say 'because of'
- Every day = noun and adverb ('it happens every day'); everyday = adjective ('an everyday remark')
- Formally – being formal; formerly – in the past
- Fraction – use with care: it doesn't always mean small. Saying 'he produced a fraction of the necessary work' could mean 9/10 which is a lot!
- Homogeneous – of the same kind; homogenous – of common descent
- Imply/infer – I imply that you are mad; you infer that I am being rude
- It's (=it is/it has); its (= 'the work was completed ahead of its deadline')
- Like – use 'as if' – it looks as if he will be late
- Led – past tense of to lead; lead – rope for a dog and heavy element
- Less / fewer: less for quantities (I'll have less water); fewer than for items that can be individually counted (fewer than 10 bottles)
- Literally – use with care, not 'He literally jumped out of his skin'
- Meet – not 'meet with'
- Momentarily – 'he stopped momentarily', not the Americanism 'I'll be there momentarily'
- More than – better than 'over' (it cost more than £27)
- No one, not 'no-one'
- On to, not 'onto'
- Practice – noun ('I have football practice'); practise – verb ('I need to practise). If in doubt, test it out with 'advise' and 'advise' ('I must advise', not 'I must advice' = 'I must practise', not 'I must practice')
- Prevaricate – to lie or deceive; procrastinate – to put something off
- Principal – head of a school; principle/principles = beliefs
- Program – runs on a computer; programme – something we watch on television or buy at a theatre
- Theirs (no apostrophe)
- Try to, not 'try and'
- Under way, not 'underway'
- Until, not 'up until'
- Upcoming – avoid using this word
- While, not 'whilst'
- Yours (no apostrophe)
- Outside, not 'outside of'