DIFFICULT WORDS

**about** Preferable to some when using approximate numbers.

**affect vs. effect** Affect is a verb that means to influence: *The final exam will affect his final grade*. Effect is most often used as a noun meaning result: *The effect of tuition increases on enrollment is uncertain*. Effect, when used as a verb, means to cause: *“The new president will effect many changes in the company,” he said*.

**afterward** Not afterwards.

**all right** Two words.

**assure** See ensure

**backward, forward, toward** Not backwards, forwards or towards.

**century** Lowercase: the 21st century. Hyphenate when used as an adjective:

He teaches 18th-century literature.

**child care** Two words with no hyphen in all cases, an exception to Webster’s.

**chile** Not chili, when referring to peppers.

**compose, comprise, consist** Comprise means to encompass or contain: The United States comprises 50 states. It is never followed by of, as in comprised of. Most of the time it will sound more natural to say is composed of or consists of.

**data** A plural noun, it usually takes plural verbs and pronouns: These data are inconclusive.

**curriculum, curricula** Curriculum is the singular form, while curricula is the plural form.

**ensure, insure, assure** Use ensure to mean guarantee: *Steps were taken to ensure accuracy*. Use insure for references to insurance: *The policy insures his life*.

Assure means to make a person sure of something, or to convince: “*I assure you, this team has been playing with a lot of emotion,”* he told the reporters.

**faculty** A collective noun, which takes a singular verb. Refers to an entire group of educators who staff a department or school. When not referring to the whole group, use faculty members. Examples: *The faculty is meeting here*. *Faculty members are meeting here*. *The faculty is discussing the issue*. *The faculty has considered the proposal*.

 Do not use Faculty are ...

**farther vs. further** Farther refers to physical distance: *He walked farther into the woods*. Further refers to an extension of time or degree: *She will look further into the mystery*.

**fewer, less** In general, use fewer for individual items, less for bulk or quantity.

**fundraising and fundraiser** One word in all cases. This is a change from previous recommendations.

**insure** See ensure.

**internet** No longer capitalized, per 2016 AP Stylebook

**internet terms**

email (Note that other “e” terms are hyphenated: e-book, e-business, e-commerce.)

Internet (capitalized)

online (one word)

website (one word, as of 2010 AP made the change)

World Wide Web (capitalized)

See the AP Internet Guide in The Associated Press Stylebook for a more complete listing.

Per AP Stylebook Online (http://www.apstylebook.com/?do=ask\_faq):

**iPad, iPod** in the middle of the sentence; IPad, IPod in the start of the sentence

**it’s vs. its** It’s is a contraction for it is or it has: It’s up to you, It’s been a long time. Its is the possessive form of the neuter possessive pronoun: The company lost its assets.

**judgment** Not judgement.

**liaison**

**likable** Not likeable.

**more than** Preferable to above or over when referring to quantities.

**myriad** This word is far too easy to misuse. In most cases, try to avoid.

**off of** The of is unnecessary: He fell off the stage, not He fell off of the stage.

**OK** Not okay or O.K.

**on-campus, off-campus** Hyphenate only when used as a compound modifier. She used the sources available from the on-campus libraries. He decided to live off campus.

**online** One word, no hyphen, no matter what the usage.

**over** In most cases, try to use the phrase more than: The course required more than eight hours of study each week. While over is generally used for spatial relationships such as The plane flew over the city, it can be used with numerals at times: She is over 30.

**toward** Not towards.

**twofold** Not two-fold

**T-shirt** Not Tshirt, T shirt, tee shirt, etc.

# underway One word.

**universitywide** Not university-wide. Same with campuswide, citywide and statewide.

**vice** Use two words, with no hyphen: vice president, vice chair, vice regent, vice chancellor.

**website** One word.

**-wide**

campuswide

citywide

statewide

universitywide

Link to yourdictionary.com list of 100 frequently misspelled words.

http://www.yourdictionary.com/library/misspelled.html