Chapter 6

Activity SS6-3 Misused Words

**Directions:** Many words in the English language are often confused with other words or are simply misused. Read the following passage. When a choice of words is given, highlight the correct word for the sentence. Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

Precision is one of the most important factors to consider when writing. Using incorrect words can negatively (affect, effect) your writing. The best (advise, advice) anyone can give regarding word choice is to consult a dictionary. Before (proceeding, preceding) with writing, (no, know) exactly what it is you are trying to say. This (ensures, insures) that your thoughts will come out as a (continual, continuous) message and will have (less, fewer) mistakes. (Altogether, All together), your writing should make sense. When you are writing, try not to (imply, infer) any information, but state it explicitly. This will result in (further, farther) understanding on the reader’s part.

(Set, Sit) aside time to review your writing for mistakes by having a friend read it (aloud, allowed). It is best to have someone read the message to you because you may (imply, infer) the meaning from having written it. By having someone read it to you, you hear only what is on the page.

Never underestimate the value of taking a (break, brake) from writing if you get confused or cannot figure out what to write next. It is likely that you may not finish the (whole, hole) assignment in one day. Account for these gaps of productivity by planning this time into your writing schedule. Maintaining precision in your writing will (rise, raise) your abilities and enhance your messages.