

## Commonly Misused Words

**Affect-effect** Each word has a noun and a verb form, don't confuse them  
*Affect* (verb)= to influence, have an effect on ("That image deeply affected me") (2)  
 to pretend or to assume ("He affected indifference, but we knew he cared")  
*Affect* (noun)= emotional reaction ("The patient showed no affect")  
*Effect* (noun)= an influence or impact ("The play had a big effect on me")  
*Effect* (verb) = to bring about ("To effect any change, we need committed action")

**Assure-ensure-insure** All three mean "to make certain or safe." Use *assure* with persons, *ensure* with things, and *insure* when talking about money and guarantees (e.g., car insurance).

**Lay-lie** The verb *lay* means "to put or set down, to place," as in "Please lay the book on the table." *Lay, laid, laid, laying.*  
*Lie*, means "to recline" as in "Let's lie down for a bit." Tenses: lay (past), lain (past perfect), lying (past progressive).

**Oral-verbal** If it's spoken, it's *oral* (e.g., "oral contract"); if it's in words it's *verbal* (e.g., "verbal contract"). An oral reply is always verbal (unless it's wordless), but a verbal response isn't always oral.

**Revert-regress** Both mean, "go back." The expressions "revert back" and "regress back" are redundancies; simply say, "She reverted to her old ways."

**There, their, they're** The adverb *there* means "in or at that place," "She is there now." The pronoun *there* is the possessive form of they, e.g., "their home." *They're* is a contraction for they are, "They're watching the game in the room."

**Throughout** Includes the idea of "entire," whereas *through* does not. Say either "Throughout the story . . ." or "Through the entire story . . . ."

## Common Irregular Verbs

<b>Base Form</b>	<b>Past Tense</b>	<b>Past Principle</b>
Arise	arose	arisen
Begin	began	begun
Fly	flew	flown
Lie (recline)	lay	lain
Ride	rode	ridden
Rise (get up)	rose	risen
Swim	swam	swum