

Prepositions of Time: at, on, in

In general, we use:

at	on	in
For A Precise Time	For Days And Dates	For Months, Years, Centuries And Long Periods
at noon	on Tuesdays	in May
at the moment	on my birthday	in the summer
at 3 o'clock (3.30am)	on Christmas Day	in 1990
at dinnertime (bedtime)	on New Year's Eve	in the next century
at sunrise (sunset)	on 25 Dec. 2010	in the past/future

Notice the use of the preposition of time **at, in** and **on** in the following **standard expressions**:

at	on	in
at night	on Tuesday morning	in the morning(s)
at the weekend	on Sunday afternoons	in the afternoon(s)
at Christmas/Easter	on Monday evening	in the evening(s)
at present		
at the same time		

When we say **last, next, every, this** we do not also use **at, in, on**.

- I went to London **last June**. (Not in last June)
- He's coming back **next Tuesday**. (Not on next Tuesday)
- I go home **every Easter**. (Not at every Easter)
- We'll call you **this evening**. (Not in this evening)

Prepositions of Place: at, in, on

In general, we use:

at	on	in
For a point	For a surface	For an enclosed Space
at the door	on the door	in a building
at the end of the road	on the menu	in London
at the crossroads	on a page	in France
at the top of the page	on the cover	in a box
at the bus stop	on the floor	in my pocket
at the entrance	on the carpet	in my wallet
at the corner	on the ceiling	in the garden
at the front desk	on the wall	in a car

Notice the use of the prepositions of place **at, in** and **on** in these **standard expressions**:

at	on	in
at home (wide and variable)	on a bus (wide)	in a car (limited)
at work	on a train	in a taxi
at school	on a plane	in a helicopter
at university	on a ship	in a boat
at college	on a bicycle (motorbike)	in a lift (elevator)
at the top	on a horse (an elephant)	in a row
at the bottom	on the way	in Oxford Street
at the side	on the radio (television)	in the newspaper
at reception	on the left (the right)	in the sky

Definite and indefinite articles (The, a, an)

The general rule states that the first mention of a noun is indefinite and all subsequent references to this noun are definite

A/ An	The	No article
<p>Indefinite (singular and countable): A man is walking down a road.</p>	<p>Definite (singular or plural, countable or uncountable): A man is walking down a road. There is a dog with the man. The man who lives next door is Chinese (followed by dependent clause: who/which/that) The journey to Vancouver... (Followed by prepositional phrase: to/in/of...)</p>	<p>Indefinite (plural or uncountable): I hate heights. I hate fish</p>
<p>Generic* when used for definitions of terms: A computer is a machine... or to explain occupations: She is a nurse.</p>	<p>Generic* if singular and countable: The computer has changed modern life (more formal) and If you are talking about people as an ethnic group or nationality: The Russians won the gold medal in gymnastics</p>	<p>Generic* if plural or uncountable (the most common form for a generalization): Computers have changed modern life (more likely to be used in conversation) and abstract ideas or concepts: Poverty is all around us Life has been changed ...</p>
	<p>Common nouns when there is specific reference: The lunch they prepared to celebrate my birthday was stunning. The summer of 1979 remains one of the wettest on record.</p>	<p>Common nouns when there is general reference and when they are used with prepositions: school, college, university You have to go to school when you reach the age... At college or university you have more time for... work, home, bed After work I like to eat before I go home. She was in bed asleep when I called. prison, hospital, church If you commit a crime, you may have to go to prison. If you have a serious illness, you will get the best care in hospital. breakfast, lunch, dinner For breakfast I need lots of orange juice After lunch I always have a snooze spring, summer, autumn In winter I always seem to need more sleep You can harvest strawberries in early spring Christmas, New Year, Easter I like to spend New Year with my friends. On New Year's Eve there are lots of fireworks Bus, car, bike, train, foot You'll get there faster by bike than by bus or car. It's probably safest, though, to go on foot.</p>

<p>Collective nouns (expressions of quantity, or amounts): A pair of socks a box of matches a bar of soap Four times a day and in exclamation with 'what': What a day!</p>	<p>If there is only one of these people or things: the moon, the sky, the equator the Taj Mahal, the king the first, the second and before superlative adjectives The smallest</p>	<p>In exclamation with what plus an uncountable noun: What beautiful weather! What loud music!</p>
	<p>Oceans, seas, rivers, deserts: The Atlantic, The Mediterranean sea, The Nile, The Sahara and mountains and islands if plural The Himalayas, The Hawaiian Islands</p>	<p>Mountains, lakes, and islands if singular: Mount St. Helens, Lake Michigan</p>
	<p>Buildings, structures, bridges: The Hilton Hotel, The Statue of Liberty, The Golden Gate Bridge and countries if plural or contain the word united or union: The Philipines, The USA, The UK, The People's Republic of China</p>	<p>Continents, countries, states, provinces, cities, streets, parks, squares, languages: Europe, China, Central Park, Berkeley Square, French and buildings if it includes the word hall: Lind Hall</p>
	<p>College or university if it contains an "of" phrase (the University of Minnesota)</p>	<p>College or university: National College</p>
	<p>Company if it includes the word association, company, corporation or foundation: The Toyota Company, The Eaton Corporation, The McKnight Foundation</p>	<p>Company: Honda, Productivity Inc.</p>

***Generic** nouns refer to a whole group or category

Pronouns: this, that, these and those

We use **this** (singular) and **these** (plural) as pronouns:

- To talk about people or things near us:

This is a nice cup of tea.

Whose shoes are these?

- To introduce people:

This is Janet.

These are my friends, John and Michael.

- To introduce ourselves to begin a conversation on the phone:

Hello, this is David, Can I speak to Sally?

We use **that** (singular) and **those** (plural):

- To talk about things that are not near us:

What's that?

This is our house, and that's Rebecca's house over there.

Those are very expensive shoes.

- We also use that to **refer back** to something someone said or did:

- Shall we go to the cinema?

- Yes, that's a good idea.

- I've got a new job.

- That's great.

- I'm very tired.

- Why is that?

Such can be used in the following ways:

As a **predeterminer** (followed by 'a' or 'an' and a singular noun):

- She's such an intelligent woman.
- It was such a pity that you couldn't be with us.

As a **determiner** (followed by a plural or uncountable noun):

- Such men are dangerous.
- We've had such awful weather lately.

As a **pronoun**:

- They want a 10% pay rise – such is the scale of their latest demand.
- The standard of living was such that someone earning £150 a month was considered rich.

of the type that is being mentioned

- Why did this tragedy happen here and now? Such questions are easier to ask than to answer.
- Surrender? No one would have dared to suggest such a thing.

just such a (=exactly this type of thing):

- We drank Sergei's special vodka, which he had kept for just such an occasion.

such...as:

- On such a day as today, it's hard to imagine that things will ever be normal again.

such as:

- Large and important projects such as this one often take years to develop.

as such:

If this is not genuine champagne, it should not be labelled as such.

used for emphasizing a quality in someone or something, or for saying that something is unusual

How can anyone live on such a small salary?

He has always had such compassion and such concern for others.

If it's such a secret, why did you tell me?

She's such a lovely person.

used for saying that a particular type of situation, behaviour, action etc causes the result that you are mentioning

g

such (...) that:

He speaks to me in such a way that I always feel he is insulting me.

be such that:

Their relationship was such that they spent every possible minute together.

such is/was:

Such was Crowther's reputation in the city that no one ever questioned his judgment.

such as to:

The countess's treatment of her servants was such as to cause great resentment.

used for emphasizing a particular quality in something or someone by stating its result

such...that:

It was such lovely weather that we decided to spend the day on the beach.

It was such an extraordinary story that no one believed a word of it.

be such that:

Their confidence was such that they spent £200,000 on TV advertising for their first album.

...and such

SPOKEN

used for showing that you could add other things or people like the ones that you have just mentioned

I always feel so out of place, what with all this talk about computers and such.

as such

[USUALLY IN NEGATIVES]

used after a noun when you are referring to the usual meaning of the word

The director pointed out that the zoo provided no entertainment as such.

She's not really a maid as such; she just helps out in the house sometimes.

...or some such

used when you are not sure whether the person or thing that you have mentioned is the right one, and so you are adding that it may be a similar one

Some of the dialogue is in Russian or some such language.

He'll probably say his car broke down or give some such excuse.

such as

used for introducing more examples of the type of person or thing that you have just mentioned

The museum has paintings by such Impressionist artists as Manet and Degas.

The money is used to buy basic foods such as flour, rice, and pasta.

He was keen on sporting pursuits such as golf, skiing, shooting, and hill walking.

'There are other things we could do.' 'Such as?'

such...as

FORMAL

used for emphasizing that something is not enough for a particular purpose

Such experience as I have is useless in this situation.

Such changes as they made were minor and did not go far enough.

such as it is

MAINLY SPOKEN

used for showing that you do not have a good opinion of the thing that you have mentioned

The countries are still allies, but the special relationship, such as it was, ended long ago.

We're trying to sell the furniture, such as it is.

there's no such thing/person as

used for saying that a particular type of thing/person does not exist

There's no such thing as luck.

I was six when I discovered that there was no such person as Santa Claus.

"a" vs. "an"

Use **an** before a word that starts with a vowel sound.

If it does not start with a vowel sound, use **a**.

The key word here is sound. It is not a question of whether the word starts with a vowel letter. It is a question of whether it starts with a vowel sound.

- Buy a house in an hour

- An unknown goblin killed a unicorn

- An LRS... (LRS - Linear Recursive Sequence)

- A TT race... (TT - Tourist Trophy)

How to put simple sentences together

Constant use of short sentences can be a bit strange to read. To make your writing more interesting, you can use two other sorts of longer sentences.

1. Compound sentences

- When you have two or more short, independent, simple sentences which are of equal weight you can join them together using special words called conjunctions. These are the most common conjunctions: **and, as, but, or, so**
- Try to avoid using the same conjunction over and over again. It is much better to 'mix and match'.
- Commas are not conjunctions and they should never be used to join short sentences together (commas aren't sticky, so you can't use them to stick information together!)
- The conjunction that you use may change the meaning of your sentence!
Conjunctions don't just stick sentences together; they show the relationship between the pieces of information. E.g. Note the slightly different meaning in these sentences:
I walked home. I was tired.
I walked home and I was tired.
I walked home as I was tired.
I walked home but I was tired.
I walked home so I was tired.
I walked home or I was tired (doesn't really make sense)

2. Complex sentences

- When you make a compound sentence (see above) you are joining two or more simple sentences together with a conjunction. If you took the conjunction away, the sentences would be complete and they would still make sense. This isn't the same for complex sentences. In complex sentences the conjunction is used to join together clauses. A clause is a group of words that contains a subject and a verb. Some of these clauses might be complete short sentences, but in a complex sentence at least one of them will depend on the conjunction for its meaning. In other words, if you take the conjunction away, the sentence won't divide into complete units that make sense by themselves.
- E.g. 'The dinner was burned because she had forgotten it.'
 - o 'The dinner was burned' = complete, short sentence
 - o 'because' = conjunction (joining word)
 - o 'she had forgotten it' = subordinate clause. This doesn't make sense on its own. What had she forgotten? This is called a 'subordinate clause' because without the rest of the sentence it doesn't really make sense.
- 'Although I'm not very good, I really enjoy playing football.'
'Although' = conjunction (joining word). Yes, sometimes conjunctions can appear at the beginning of a sentence!
 - o 'I'm not very good' = subordinate clause.
 - o 'I enjoy playing football' = complete short sentence
- As for compound sentences, commas are not conjunctions and they should never be used to join short sentences or clauses together (commas aren't sticky, so you can't use them to stick information together!).
e.g. 'The dinner was burned, she had forgotten it.' = INCORRECT
'The dinner was burned because she had forgotten it.' = correct
- Note that co-ordinate clauses connected with "and", "but" or "or" are usually separated by commas.
'He maintained that he was innocent, but I knew that he was guilty.'

When to use commas

1. Use commas **to separate three or more words, phrases or clauses written in a series.**
 - The Constitution establishes the legislative, executive and judicial branches of government.
 - The candidate promised to lower taxes, protect the environment, reduce crime, and end unemployment.
 - The prosecutor argued that the defendant, who was at the scene of the crime, who had a strong revenge motive and who had access to the murder weapon was guilty of homicide.
 - Always make sure you use "and" to separate the last two items in your list.
Make sure that you don't use a comma before the word "and" at the end of your list. Serial comma (the comma used before the word "and" preceding the final item in a list of three or more items) is not the norm; it may even go against punctuation rules, but it may be recommended in some cases to avoid ambiguity or to aid prosody (the rhythm, stress, and intonation of speech):
 - I spoke to the boys, Sam and Tom. – could be either the boys and Sam and Tom or the boys, who are Sam and Tom (I spoke to two people).
 - I spoke to the boys, Sam, and Tom. – must be the boys and Sam and Tom.
 - Don't use commas where you should use a full-stop. If the words could stand alone as a proper sentence then you need to put a full-stop or a joining word ('and', 'but' etc) in and not a comma.
 - **Incorrect:** Yesterday I went to work, I walked the dog, I went shopping and I washed the car
 - **Correct:** Yesterday I went to work, walked the dog, went shopping and washed the car.
2. Use commas **to separate independent clauses when they are joined by** any of these seven coordinating conjunctions: **and, but, for, or, nor, so, yet**.
 - The game was over, **but** the crowd refused to leave.
 - The student explained her question, **yet** the instructor still didn't seem to understand.
 - Yesterday was her brother's birthday, **so** she took him out to dinner.
3. Use commas **to separate two or more coordinate adjectives that describe the same noun**. Be sure never to add an extra comma between the final adjective and the noun itself or to use commas with non-coordinate adjectives. A quick way to check this is to see if the sentence makes sense if the adjectives are written in reverse order, then the adjectives are coordinate and should be separated by a comma.
 - He was a difficult, stubborn child. (coordinate)
 - Your cousin has an easy, happy smile. (coordinate)
 - They lived in a white frame house. (non-coordinate)
 - She often wore a gray wool shawl. (non-coordinate)
 - The 1) relentless, 2) powerful 3) summer sun beat down on them. (1-2 are coordinate; 2-3 are non-coordinate.)
 - The 1) relentless, 2) powerful, 3) oppressive sun beat down on them. (Both 1-2 and 2-3 are coordinate.)
4. Use commas **after introductory a) clauses, b) phrases, or c) words that come before the main clause**.
 - a. After introductory clauses that starts with: while, because, if or when
 - **While** I was eating, the cat scratched at the door.
 - **Because** her alarm clock was broken, she was late for class.
 - **If** you are ill, you ought to see a doctor.
 - **When** the snow stops falling, we'll shovel the driveway.
 - However, don't put a comma after the main clause when a dependent (subordinate) clause follows it (except for cases of extreme contrast).
 - **Incorrect:** She was late for class, because her alarm clock was broken.
 - **Incorrect:** The cat scratched at the door, while I was eating.
 - **Correct:** She was still quite upset, **although** she had won the Oscar. (This comma use is correct because it is an example of extreme contrast)
 - b. Common introductory phrases that should be followed by a comma include participial and infinitive phrases, absolute phrases, nonessential appositive phrases, and long prepositional phrases (over four words)
 - **Having finished the test**, he left the room.
 - **To get a seat**, you'd better come early.
 - **After the test but before lunch**, I went jogging.
 - **The sun radiating intense heat**, we sought shelter in the cafe.
 - c. Introductory words that should be followed by a comma include yes, however, well.
 - **Well**, perhaps he meant no harm.
 - **Yes**, the package should arrive tomorrow morning.
 - **However**, you may not be satisfied with the results.
5. Use a pair of commas in the middle of a sentence **to set off clauses, phrases, and words that are not essential to the meaning** of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause. A quick way to check this is to see if the sentence makes sense without the words between the commas.

- **Clause:** That Tuesday, which happens to be my birthday, is the only day when I am available to meet.
 - **Phrase:** This restaurant has an exciting atmosphere. The food, on the other hand, is rather bland.
 - **Word:** I appreciate your hard work. In this case, however, you seem to have over-exerted yourself.
 - Do not use commas to set off essential elements of the sentence, such as clauses beginning with that (relative clauses). That + Clauses after nouns are always essential. That + clauses following a verb expressing mental action are always essential.
 - The book that I borrowed from you is excellent. (That + Clause after noun)
 - The apples that fell out of the basket are bruised. (That + Clauses after noun)
 - She believes that she will be able to earn an A. (That + clauses following a verb expressing mental action)
 - He is dreaming that he can fly. (That + clause following a verb expressing mental action)
 - I contend that it was wrong to mislead her. (That + clause following a verb expressing mental action)
 - They wished that warm weather would finally arrive. (That + clause following a verb expressing mental action)
 - Students who cheat only harm themselves.
 - The baby wearing a yellow jumpsuit is my niece.
 - The candidate who had the least money lost the election.
6. Use a comma **near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift.**
- He was merely ignorant, not stupid.
 - The chimpanzee seemed reflective, almost human.
 - You're one of the senator's close friends, aren't you?
 - The speaker seemed innocent, even gullible.
7. Use commas **to set off phrases at the end of the sentence that refer back to the beginning or middle of the sentence.** Such phrases are free modifiers that can be placed anywhere in the sentence without causing confusion. If the placement of the modifier causes confusion, then it is not "free" and must remain "bound" to the word it modifies.
- Nancy waved enthusiastically at the docking ship, laughing joyously. (correct)
 - **Incorrect:** Lisa waved at Nancy, laughing joyously. (Who is laughing, Lisa or Nancy?)
 - Laughing joyously, Lisa waved at Nancy. (correct)
 - Lisa waved at Nancy, who was laughing joyously. (correct)
8. Use commas **to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.**
- Birmingham, Alabama, gets its name from Birmingham, England.
 - July 22, 1959, was a momentous day in his life. Who lives at 1600 Pennsylvania Avenue, Washington, DC?
 - Rachel B. Lake, MD, will be the principal speaker.
 - When you use just the month and the year, no comma is necessary after the month or year: "The average temperatures for July 1998 are the highest on record for that month."
9. Use a comma **to shift between the main discourse and a quotation.**
- John said without emotion, "I'll see you tomorrow."
 - "I was able," she answered, "to complete the assignment."
 - In 1848, Marx wrote, "Workers of the world, unite!"
10. Use commas wherever necessary **to prevent possible confusion or misreading.**
- To George, Harrison had been a sort of idol.

Semi-colons

1. **Alternative to full stops,** semi-colons are used to **link two ideas** together **where the meaning is closely connected** as an:
'Some people like to get up early in the morning and get going; others are unable to do anything before nine or ten o' clock.'
2. **Like commas,** semi-colons are also used to **separate items on a list** **when the items are more grammatically complex:**
'You can use our flat at the seaside as long as you observe the following: you do not play loud music late at night; you remember to lock up whenever you leave; you clean up every morning before you go out; you replace any items that you break or damage

Colons

1. As we saw in the last example, colons can be used **before a list**.
2. Colons can be used to **introduce quotations or direct speech**:
"In the words of Whitney Houston: "I'm every woman!""

Few/little

Always use a plural noun after few: **few restaurant owners** are satisfied, and most object to this regulation.

With uncountable nouns, use little:

Poverty is when a country has very **little food**.

Don't confuse few and little with a few and a little:

Few and little generally have a negative meaning, referring to amounts that are smaller than you would like them to be:

At that time, there were **few women** in management positions.

Little study has been devoted to this issue.

A few and a little simply refer to a small amount or number:

We're having **a few friends** over for dinner.

The majority of injuries are **superficial** and, with **a little care**, heal quickly.

A lot of/ lots of/ a lot

"A lot of" and "lots of" have the same meaning (the opposite of a little of). They both mean a great deal of or several. They are both used before countable nouns and uncountable nouns. They both tend to be used in informal English.

Mark has **a lot of** toys

Mark has **lots of** toys

As an adverb, "a lot" means to a great extent or to a great degree:

He cheats **a lot**.

"Lot" nearly always appears in the form a lot (or lots)

The word alot does not exist. It is often mistakenly written instead of a lot

Less/fewer

Don't confuse less and fewer:

▪ "**Less**" is the comparative form of "**little**". It is used mainly with **uncountable nouns**

▪ "**Fewer**" is the comparative form of "**few**". It is used with **plural nouns**

He can express more things using **fewer words** (not less words)

WRONG: If there were more policemen on the street, there would be less crimes.

RIGHT: If there were more policemen on the street, there would be **fewer crimes**.

RIGHT: If there were more policemen on the street, there would be **less crime**.

WRONG: Less and less people find it necessary to visit their friends when they can easily use the phone.

RIGHT: **Fewer and fewer people** find it necessary to visit their friends when they can easily use the phone.

In informal English, less is often found with plural nouns, but many people consider this to be incorrect, and it should be avoided in academic writing.

More

The expression **more and more** is used mainly in speech and informal writing. In academic and professional writing, the adverb **increasingly** is much more common:

WRONG: Europe is becoming more and more unified and therefore people are afraid of losing their own identity.

RIGHT: Europe is becoming **increasingly** unified and therefore people are afraid of losing their own identity.

WRONG: Problems include the loss of national identity, more and more competitive lifestyles, and declining moral values.

RIGHT: Problems include the loss of national identity, **increasingly** competitive lifestyles, and declining moral values.

Most

- = The largest part of something, or the majority of people or things... Most people think of robots as machines that look like people... .. A few of the moths are gray, but most are white... We go sailing most days/evenings/weekends
N.B: use the pattern "most of" before an article or possessive... Most of the audience were women... The road crews do most of their work on Sundays when traffic is light... most of the time (usually)... most of us enjoy shopping diagonal
- = Comparing people, places, things ...Zurich is Switzerland's most important city... Who do you think is most likely to win the next presidential election? ...
- = The largest amount... The fairest system is one where those who earn most pay most tax... It's a competition to see who could drink the most beer in the shortest time...The most that we can do is to prevent the situation from getting any worse...
- = Happening most (to a greater degree than anyone or anything else/ more often or for a longer period of time than anyone or anything else)... Eric had changed the most of the three children since I'd seen them last...What I want most of all is to spend more time with my little girl... It was Aunt Margaret who complained the most.
- = Very... We spent a most enjoyable afternoon wandering through the park.
- = Almost... The iced tea was very sweet, as it is most everywhere in the South.

Much/many

Much is only used with **uncountable nouns**:

The President failed to get much help from the Europeans.

It is never followed by a plural noun. **With plural nouns, use many:**

WRONG: Using credit cards appropriately can bring much benefits to students.

RIGHT: Using credit cards appropriately can bring many benefits to students.

WRONG: Workers experience much breathing problems with passive smoking.

RIGHT: Workers experience many breathing problems with passive smoking.

In the same way, **too much and so much are only used with uncountable nouns. With plural nouns, use too many or so many:**

WRONG: We have cut down too much trees to make paper.

RIGHT: We have cut down too many trees to make paper.

WRONG: There are still so much questions that need to be answered.

RIGHT: There are still so many questions that need to be answered.

That/which

"That" is a restrictive pronoun. It's vital to the noun to which it's referring.

WRONG: I don't trust fruits and vegetables, which aren't organic.

RIGHT: I don't trust fruits and vegetables that aren't organic.

Here, I'm referring to all non-organic fruits or vegetables. In other words, I only trust fruits and vegetables that are organic.

"Which" introduces a relative clause. It allows qualifiers that may not be essential.

WRONG: I recommend you eat only organic fruits and vegetables that are available in area grocery stores.

RIGHT: I recommend you eat only organic fruits and vegetables, which are available in area grocery stores. In this case, you don't have to go to a specific grocery store to obtain organic fruits and vegetables. "Which" is more ambiguous however, and by virtue of its meaning is flexible enough to be used in many restrictive clauses.

RIGHT: The house, which is burning, is mine

RIGHT: The house that is burning is mine.

Lay and Lie

"Lie, lay, lain" (= to recline) is an intransitive verb. It needs no object (the subject is **doing something to himself or herself**).

I lie (lay) down on my bed to rest my weary bones.

"Lie, lied, lied" (= to present false information). Noun is "lie" (= a false statement)

Another confusing verb (better to avoid): "Lay, laid, laid" (= to place or put down) is a transitive verb. It requires a direct subject and one or more objects (the subject is **acting on something or someone else**).

WRONG: I lay (laid) on the bed.

RIGHT: I lay the pencil on the table. Yesterday, I laid the pencil on the table

May and might

“May” implies a possibility. “Might” implies far more uncertainty.

Subject and Verb Agreement

The pronouns each, everyone, every one, everybody, anyone, anybody, someone, and somebody are singular and require singular verbs. Do not be misled by what follows of.

Each of the girls sings well.

Every one of the cakes is gone.

NOTE: Everyone is one word when it means everybody. Every one is two words when the meaning is each one.

Responsible for/to):

1. Be responsible for something or carrying out an action:
 - We are responsible for ensuring delivery of the program. (an action)
 - We are responsible for the program. (a specific thing)
2. Be responsible to a person or group of people:
 - We are responsible to our clients for the program. (group of people)

Forming adverbs from adjectives

Adjective	Remove	Add	Example
General rule (including those ending with "L")	Nothing	"Ly"	quick→ quickly emotional→ emotionally
ending with "LL"	Nothing	"y"	full → fully
ending with "c"	Nothing	"ally"	dramatic→ dramatically
ending with "Le"	remove the "e"	"y"	terrible→ terribly
ending with "y"	remove the "y"	"iLy"	happy→ happily

Other/the other/another

Other is an adjective, meaning 'different'. It is used with plural or uncountable nonspecific noun:

Some children learn quickly but other children need more time.

I'm not happy with this product. Next time I'll buy an other brand.

We use **the other** to refer to the second item (of two similar items). In such a case the other might be pronoun or adjective:

There are two cookies left. You have one and I'll have the other. (pronoun)

Only half of the guests have arrived. Where are the others? (pronoun)

I have two brothers. One of them lives in Canada. The other brother lives in Japan. (adjective)

I go to school on Monday and Thursday. I work on the other days of the week. (adjective)

N.B., I can't find my other shoe. (adjective)

Another is an adjective which expresses quantity. It means 'additional' or 'one more'. It is used with singular nonspecific countable noun:

There are six people for dinner but there are only 5 plates. We need another plate.

This cake is delicious. Could I have another slice please?.

Please give me another chance. I promise to try harder..

Consequent and Subsequent

Although both a **consequent** event and a **subsequent** event occur after a prior event, **subsequent** merely indicates something that follows an event or occurs at a later time. **Consequent**, however, indicates something which follows *as a result* of the earlier event.

Compare to/with

Both prepositions, to and with, can be used following compare. Neither is more correct than the other, but a slight distinction can be made in meaning.

“**Compare to**” is used to liken two things or to put them in the same category

I hesitate to compare my own works to those of someone like Dickens

“**compare with**” is used to place two things side by side to illustrate the differences (and similarities)

We compared the facilities available to most city-dwellers with those available to people living in the country

Bottomline: If the differences are important, say compared with.

Use/Usage

“Use” and “usage” overlap somewhat, but they are not entirely synonymous. Many people treat “usage” as if it were just a fancier form of “use” in phrases like “make usage of,” where “make use of” is the standard expression. As a rule of thumb, if either “use” or “usage” seems appropriate, go with “use.”

Meaning of Use	Meaning of Usage
(n) the act of using	(n) accepted or habitual practice
(n) what something is used for	(n) the act of using
(n) a particular service	(n) the customary manner in which a language (or a form of a language) is spoken or written
(n) (economics) the utilization of economic goods to satisfy needs or in manufacturing	
(n) (psychology) an automatic pattern of behavior in reaction to a specific situation; may be inherited or acquired through frequent repetition	
(n) exerting shrewd or devious influence especially for one's own advantage	
(n) (law) the exercise of the legal right to enjoy the benefits of owning property	
(v) put into service; make work or employ for a particular purpose or for its inherent or natural purpose	
(v) take or consume (regularly or habitually)	
(v) use up, consume fully	
(v) seek or achieve an end by using to one's advantage	
(v) avail oneself to	
(v) habitually do something (use only in the past tense)	

Homonyms, Homophones & Homographs

All are words of different meanings, but

- **Homophones:** same pronunciation
- **Homographs:** same spelling
- **Homonyms:** Same pronunciation and spelling

Homophones	Homographs	Homonyms
addition for math edition of a book	desert = abandon desert = area of land	the spruce tree... to spruce up...
I want to go I like it too One plus one is two	bass = fish bass = instrument	suit yourself... wore a suit ...
capitol building state capital	close = nearby close = to shut	weigh on the scale ... scale the wall...
pick a flower bake with flour	bow = to bend down bow = ribbon	the price is fair ... go to the fair ...

-er /-est or more/most?

Adjectives of **one syllable** normally end in -er and -est in their comparative and superlative forms whilst the comparative and superlative of adjectives with **three or more syllables** are formed with more and most:

- The water in the pool was colder than I expected it to be on what was the hottest day of the year.
- They always go to the most expensive restaurants where you can see the most glamorous people in the world.

When it comes to **two-syllable** adjectives, the case is less clear cut. With some two-syllable adjectives, -er/-est and more/most are both possible:

- The water here is shallower / more shallow than it is further up the beach.
- The grey squirrel is one of the most common / commonest rodents that you will see in England.

Others, with particular endings, tend to follow either one or the other pattern:

-y → -ier

Two-syllable adjectives which end with consonant + -y nearly always form their comparatives and superlatives with -ier and -iest:

- You are one of the messiest people I know. Even Jane is tidier than you are.
- I'm busier than I used to be so I have to get up even earlier than before.

-ful / -less / -ing / -ed / -ous

Note that two-syllable adjectives with these endings always form their comparatives and superlatives with more and most:

- Having a tooth extracted was more painful than I expected it to be.
- The situation is even more hopeless than I thought. She will never recover.
- The most boring part of the weekend was listening to Jane's jokes.
- I'm more worried than you are about Tom and I've only known him for two days.
- The two brothers are both well-known internationally, but I would say that Giles is the more famous.

Elder, eldest or older, oldest?

Elder and eldest mean the same as older and oldest.

- We only use the adjectives elder and eldest before a noun (as attributive adjectives) and usually when talking about relationships within a family:
 - Let me introduce Siga. She's my **elder** sister.
 - Not: ... She's my sister. She's elder.
- We also use elder and eldest as nouns:
 - Jack is the **eldest** of four brothers.

Older and oldest are used in similar ways:

- My older sister is coming to stay with us at the weekend.
- Matt is the oldest of our children and Simon is the youngest.

Older and oldest can be used to refer to the age of things more generally:

- The town hall is by far the **oldest** building in the whole region.
- Not: The town hall is by far the eldest building ...

We can use older and oldest after a linking verb (as predicative adjectives):

- I think her grandfather must be **older** than her grandmother.