

point out a specific item. *Them* should never be used to demonstrate a particular item.

After you are finished with the binoculars, put *them* away.

Those flowers are peonies.

thorough, through: *Thorough*, pronounced thər' ō, is an adjective meaning "carried through to completion; exhaustive." *Through*, pronounced thrū, is a preposition that indicates movement in and out of something.

The baseball sailed *through* the window, shattering it with a crash.

Melanie completed a *thorough* report on Italy.

to, too, two: The preposition *to* indicates movement toward something. *Too* is an adverb used to mean "also" or "to an excessive degree." *Two* is a number.

The dolphin headed *to* shore.

Jan wanted to go along with Mom *too*.

The Bible has *two* main sections.

waist, waste: *Waist* is a noun, meaning "the narrow part of the body between the abdomen and the hips." *Waste* can be a noun or a verb; in both cases, the word refers to unused or unwanted items that can be discarded.

Luisa tied a colorful sash around her *waist*.

Recycling helps to decrease *waste*.

weak, week: *Weak* is an adjective. It means "lacking strength." *Week* is a noun. It means "a series of seven days on a calendar."

After his bout with the flu, Steve was *weak* and tired.

God created the world in one *week*.

weather, whether: The noun *weather* refers to the state of the atmosphere with respect to heat or cold, calm or storm, etc. The conjunction *whether* indicates direct or implied alternatives.

Last winter, the *weather* in the East was particularly severe.

After the dog barked, Allison's mother did not know *whether* to comfort her crying daughter or to ensure that it would not bite.

who, whom: The pronoun *who* is a nominative case pronoun and can be used only as a subject or predicate nominative. The pronoun *whom* is objective and can be used only as a direct object, indirect object, or object of preposition.

Who is your teacher?

To *whom* am I speaking?

A Glossary of Usage ~ Informal and Incorrect Words

who's, whose: *Who's* is a contraction for *who is*. *Whose* is a pronoun or adjective indicating possession.

Arlene is the one *who's* carrying the cat.

Whose cat is it?

your, you're: *Your* is always a possessive adjective, describing a noun. *You're* is always a contraction for *you are*. Although the words sound the same, they are not interchangeable.

Your new winter coat looks very warm.

It appears as if *you're* going to be taller than your brother.

Exercise 12-1. Choose the correct word from parentheses.

1. During his life, William Tyndale (preceded, proceeded) to translate the Bible into the language of the common man.
2. His most famous quote (advised, advised) a church leader that a common plowboy should know as much about the Scriptures as the church bishops.
3. At various times, the authorities (sited, cited, sighted) Tyndale with different crimes in an effort to get him to stop working.
4. His Worms translation of 1526, although completed in (some, somewhat) of a hurry, was the first complete translation of the New Testament from the Greek into English.
5. The English bishops confiscated all the copies of (them, those) Bibles that they could find.
6. (Beside, Besides) the New Testament, Tyndale also worked on translating the Old Testament, but he didn't get it finished.
7. (Than, Then) William Tyndale was publicly strangled and burned.
8. (Through, thorough) all of this Tyndale did not lose faith; his last words were "Lord, open the king of England's eyes."

12B ~ Informal and Incorrect words

- Some words or phrases are simply incorrect and should not be used.

ain't

Incorrect: "I ain't going to school because I'm sick," said Tom.

Correct: "I'm not going to school because I'm sick," said Tom.

and etc.

Incorrect: Bring all your supplies: pencils, pens, paper, and etc.

Correct: Bring all your supplies: pencils, pens, paper, etc.

anyways

Incorrect: You didn't need to ask; I was planning to help anyways.

Correct: You didn't need to ask; I was planning to help anyway.

as to

Incorrect: Preston was unsure as to how to solve the equation.

Correct: Preston was unsure how to solve the equation.

awfully (*as an adverb*)

Incorrect: The sky looked awfully stormy today.

Correct: The sky looked quite stormy today.

backwards (*or any adverb ending in -ward and s*)

Incorrect: Kris fell over backwards when trying to balance on one foot.

Correct: Kris fell over backward when trying to balance on one foot.

be sure and

Incorrect: Be sure and study before you take the quiz.

Correct: Be sure to study before you take the quiz.

being as

Incorrect: Being as it was dry, the grass did not grow.

Correct: Since it was dry, the grass did not grow.

had ought

Incorrect: You had ought to read your Bible daily.

Correct: You ought to read your Bible daily.

hisself

Incorrect: Moses hisself broke the stone tablets.

Correct: Moses himself broke the stone tablets.

hopefully (*when replacing I hope; not when used as adverb*)

Incorrect: Hopefully, we will get more rain this month.

Correct: We hope to get more rain this month.

irregardless

Incorrect: We will have the sale irregardless of the weather.

Correct: We will have the sale regardless of the weather.

kind of (*as an adverb*)

Incorrect: Randy's shirt is kind of wrinkled.

Correct: Randy's shirt is rather wrinkled.

nowhere near

Incorrect: "This is nowhere near enough money," mourned Drew.

Correct: "This is not nearly enough money," mourned Drew.

A Glossary of Usage ~ Informal and Incorrect Words

off of (*or any direction preposition followed by of*)

Incorrect: Mr. Burns fell off of his ladder and broke his back.

Correct: Mr. Burns fell off his ladder and broke his back.

oftentimes

Incorrect: Oftentimes the world news is disturbing.

Correct: Often the world news is disturbing.

rarely ever

Incorrect: The first-graders rarely ever have homework.

Correct: The first-graders rarely have homework.

reason is because

Incorrect: The reason he's late is because he had to wait on a train.

Correct: He is late because he had to wait on a train.

themselves

Incorrect: The cooking class prepared the whole meal by themselves.

Correct: The cooking class prepared the whole meal by themselves.

these kind of

Incorrect: Autumn doesn't like these kind of candy bar.

Correct: Autumn doesn't like this kind of candy bar.

this here

Incorrect: Do you like this here vase?

Correct: Do you like this vase?

thusly

Incorrect: Our car had a flat tire. Thusly, we were late for church.

Correct: Our car had a flat tire. Thus, we were late for church.

try and

Incorrect: Try and remember the next step.

Correct: Try to remember the next step.

used to could

Incorrect: Before the swing broke, we used to could swing over the creek.

Correct: Before the swing broke, we were able to swing over the creek.

where at (*or any directional adverb followed by at*)

Incorrect: Where is my pencil at?

Correct: Where is my pencil?

where to

Incorrect: Where shall we go to for a picnic?

Correct: Where shall we go for a picnic?

- Some words or phrases are informal and should not be used in formal situations.

couple, couple of

Informal: Hand me a couple of tissues, please.

Formal: Hand me a few tissues, please.

figure

Informal: “I figure that we’ll be done planting tomorrow,” Dad said.

Formal: “I think that we’ll be done planting tomorrow,” Dad said.

like (*as a conjunction*)

Informal: Allison looks like she got wet.

Formal: Allison looks as though she got wet.

very (*is often overused*)

I’m very tired, so I’ll go to bed early.

I’m quite tired, so I’ll go to bed early.

Mechanics: Capitalization

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13A ~ Words Always Capitalized

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I. Names

Always capitalize proper names and words derived from proper names.

- Names of people and pets or words derived from them

Mr. Martin
Bowser

Alice
Muffin

Stalinism

- Names of places

a. cities

Indianapolis

Concord

b. counties

Lancaster

Miami

c. states and provinces

Massachusetts

Quebec

d. countries

France

Madagascar

e. continents

Antarctica

Africa

Capitalization ~ Words Always Capitalized

● Names of geographical features

a. islands

Long Island Vancouver Island

b. bodies of water

Lake Michigan Pacific Ocean Mississippi River

c. mountains

Pike's Peak Mt. Rainier

d. parks

Rocky Mountain National Park Wabash City Park

● Names of large constructions

a. monuments

Statue of Liberty Jefferson Memorial

b. bridges

Golden Gate Bridge Chesapeake Bay Bridge

c. buildings

Empire State Building John Hancock Center

● Names for God

Lord Saviour Master

● Names of parts of the Bible

Genesis Ephesians Old Testament

● Names of religions and their writings

Christianity Islam Koran

● Names for people of a country

Chinese Guatemalan

● Names of races and tribes

Caucasian Navajo

● Names of languages

German Japanese

● Proper adjectives

Canadian money Korean citizen

4. Certain writing conventions

Some words, or words in some usages, are always capitalized as a matter of convention.

- Capitalize the first word of a sentence.

There is to be a lunar eclipse tonight.

- Capitalize the major parts of an address: street name, post office box, city, and state or province.

153 **F**ifty-second **S**treet
Edwardsburg, **OH** 45903

Note: Do not capitalize the second word of a hyphenated street address.

- Capitalize parts of a letter:

a. greeting (*first word and all nouns*)

Dear **M**aryann, **D**ear **S**irs or **M**adams:

b. closing (*first word only*)

Sincerely yours, **L**ove,

- Capitalization in quotations.

a. Capitalize the beginning of every sentence in a quotation.

One of C.S. Lewis's most famous quotations about God says, "**A** man who was merely a man and said the sort of things Jesus said would not be a great moral teacher. **H**e would be a lunatic—on a level with the man who says he is a poached egg—or else he would be the Devil of Hell."¹

b. Capitalize the first word of a quotation, but do not capitalize after an interruption, unless it would otherwise be capitalized.

"**M**ax," said Jody, "would you get the mail, please?"

"**T**hank you for the gift, Grandmother," Laura said. "**I** plan to use the money for a new sewing machine."

- Capitalize interjections. Also capitalize the first word following an interjection if the punctuation mark is an exclamation point or question mark.

Oh no! **I** forgot my homework!

¹ from *Mere Christianity* by C. S. Lewis, copyright © C. S. Lewis Pte. Ltd. 1942, 1943, 1944, 1952. Extract reprinted by permission.

Capitalization ~ Words Always Capitalized

- Capitalize the first word of every line of poetry.

Lord of all being, throned afar,
Thy glory flames from sun to star;
Center and soul of every sphere,
Yet to each loving heart, how near!

—*Oliver Wendell Holmes*

- Capitalize the beginning of a resolution or debate topic.
Resolved: That the United States should return to the gold standard.
- Capitalize the first word of every topic, main point, and detail in an outline.

I. Life of John the Baptist

A. His birth

1. His parents

2. His arrival

a. The angel

b. The people's reaction

5. Specific words

- Some specific words are always capitalized.

a. The word *I*

b. The interjection *O* (but not *oh*)

6. Some abbreviations

Some abbreviations are always capitalized.

- Abbreviations of any items listed in Nos. 1-5 above should always be capitalized.

U. K. (*abbreviation of a country name*)

Thurs. (*abbreviation of a calendar word*)

- Always capitalize initials of a name.

J. P. Morgan

7. Specific situations

- Specific or one-time situations are capitalized.

the **Fall** (referring to the Fall of mankind)

Truth (referring to absolute Truth)