

5.2 Words - Words to Check

The CHECK program can help you avoid using the incorrect word from commonly misused and troublesome word pairs, such as "its" and "it's" or "then" and "than."

The word in the Word to Check column appears in your writing. Use the information in the Verification column to help you determine the word that you should use in the context of your sentence. In many instances, the WordUse button on the Writer's Workbench toolbar can provide additional information.

To find the listed word or phrase as it appears in your document -

1. Highlight the word or phrase to the left of the "-" in the Word to Check column.
2. Do not highlight the number in front of the Word to Check column.
3. Click on the WordSearch button in the Analysis Toolbar.
4. If necessary, use FindNext in the document's Writer's Workbench Toolbar.
5. To move back to this analysis, click on the <Doc-Analysis> button.

More Information

Words to Check provides verification information for commonly misused words.

Sample error-prone sentence:

On what **bases** does **either** officer judge **whether** or not the **heard** ran onto the highway in front of the **humane's** car?

Word to Check

bases-
either-
whether-
heard-
humane-

Verification

bases: "plural of base"; basis: "foundation of a principle or view"
each: "one of a group"-each person'; either: "used with 'or'"
weather: "condition of the atmosphere"; whether: "in case" OR "if"
heard: "to have listened"; herd: "a collection of beasts"
human: "the human being"; humane: "kind" "compassionate"

Revision based on "Check:"

On what **basis** does **either** officer judge whether or not the **herd** ran onto the highway in front of the **human's** car?

Writer's Workbench found **25 words to check**.

<u>#</u> <u>Word to Check</u>	<u>Verification</u>
1 bear -	bear: "an animal" OR "to carry"; bare: "naked" OR "to uncover or reveal"
1 by -	buy: "to purchase"; by: (prep.) "near" "at" "beside"; bye: "goodbye"
1 each -	each: "one of a group"-each person'; either: "used with 'or'"
1 effect -	"affect" is usually used as a verb; "effect" is usually used as a noun
1 further -	farther: "distance"; further: "additional time or degree"
1 its -	it's: "it is"; its: possessive of it; its': incorrect
1 most -	often confused with 'almost'
1 patience -	patience: "calm endurance"; patients: "persons under medical care"
1 peace -	peace: "the opposite of war"; piece: "a portion of"
1 role -	roll: "rotate" OR "beating of a drum"; role: "a part in a play"
4 scene -	scene: "the setting or locale"; seen: "past tense of the verb see"
1 their -	there: "place"; they're: "they are"; their: "owned by them"
2 then -	then: "time when"; than: "larger than," "more than"
1 there -	there: "place"; they're: "they are"; their: "owned by them"
2 too -	too: "also" "very"; two: "the number after the number one"
2 well -	well: "good" or "proper", "a hole with water"; we'll: "we will" or "we shall"
2 where -	where: "at what place, source, or circumstance"; were: "had been"; we're: "we are"

- 1 you - you: use only when giving instructions or directions or when writing directly to the reader as in a letter; otherwise, use "someone," "anyone," "everybody," or "a person's name," or revise the sentence to avoid the need for "you."