

Leave Your Mark

Initialisms vs. Acronyms

By Brian Hansen

To the uninitiated, *ACT* is an acronym. After all, the initial letters form a word; and, as we all know, acronyms are words formed by the first letters or syllables of each of the words or major words that make up the acronym. Thus, *NOW* and *scuba*, for example, are acronyms.

Of course, grammar is never that simple, and those of us "in the know" have coined a neologism to cover those quasi-acronyms that are *not* pronounced as words: *initialisms*. *IQ, ISBN, URL, GOP, UK, CPA, NYPD, OBGYN, OR, ER, CPR, CIA, UN, and ROTC* are easily recognizable as initialisms, and even though *ACT* does form a word, it is not pronounced "act" but "a-c-t"; thus, *ACT* is, alas, also an initialism. To further complicate matters, *ASAP, UNICEF, NATO, OSHA, SIDS, AIDS, and UNESCO* are not initialisms but full-fledged acronyms even though they don't form intelligible words. Familiar acronyms and initialisms contain no periods.

Because acronyms are pronounced as words, they are usually written without periods. Some common acronyms listed in *Real Good Grammar, Too* are as follows:

COBOL - Common Business-Oriented Language
SADD - Students Against Drunk Driving
NASA - National Aeronautics and Space Administration
yuppie - young, urban professional

When written lowercase, initialisms generally require periods; when written in uppercase, they do not:

UPS - United Parcel Post	a.m. - ante meridiem
ERA - Equal Rights Amendment	p.m. - post meridiem
b.v.d.'s - the initials of the company	IRA - Individual Retirement Account
Bradley, Vorhees, and Day	STD - sexually transmitted disease

FYI

From the Desk of Mamie Webb Hixon, the Grammar Guru

As long as acronyms and initialisms are universally recognizable, such as *BA, MA, MD, JD, Ph.D* and *UNCF*, or as long as they are used by people working together on specific projects (LPOs.), these abbreviations are easily understood. One kind of problem arises when a familiar abbreviation like *AA* could mean Alcoholics Anonymous or Associate of Arts, depending on the context. If the writer doesn't provide a parenthetical explanation, then the reader is confused.

Acronyms such as *NASA, NATO, fax, Zip Code, radar, laser, and sonar* are so commonplace as words in the English language that hardly anyone remembers that they are indeed words formed from the initials or other parts of several words (especially the acronyms spelled with lower-case letters). These kinds of acronyms don't need parenthetical explanations.

When acronyms and initialisms are not recognizable (PSI or the ANSWER Coalition), they might not be understood by the reader.

Since initialisms such as *MRI, VCR, DVD, IRS, USA, RSVP, SUV, DNA, DUI, UFO, EKG, YMCA* and *YWCA, NAACP, BC, AD, DMV, PSA*, and *a.m.* and *p.m.* are better known by their initials, use the initialisms. Similarly, since Acquired Immune Deficiency Syndrome and National Organization for Women are better known by their acronyms *AIDS* and *NOW* respectively, use the acronyms. Other common acronyms include *scuba, radar, sonar, laser, Zip code, FEMA, NASA, NATO, and OPEC*.

A good rule of thumb is this: use abbreviations only when your audience knows what they mean; when using unfamiliar acronyms and initialisms, first spell out the multiword term and place its initialism or acronym in parentheses. Thereafter, use the abbreviation.

GRAMMAR TRIVIA QUESTION

What do the acronyms *NOW* and *scuba* stand for?
Call the Grammar Hotline at (850) 474-2129 for the answer.

Italics vs. "Quotation Marks"

By Jennell McCullough

Which of the following is correct?

1. Benjamin Franklin said remember that time is money.
2. Among the reference books on the chairman's bookshelf is *The Seven Habits of Highly Effective People*.

Answer: neither.

When quoting directly, use quotation marks to differentiate between your words and those from a source. Use a comma to introduce a quotation, and always place periods inside the closing quotation marks, even if the quotation is only a single word. So, sentence one should read as follows:

Benjamin Franklin said, "Remember that time is money."

Notice that the first word of a complete quoted statement begins with a capital letter. Quotation marks are also used to enclose these titles: articles, chapters in a book, songs, short stories, essays, poems, and speeches.

Italics is used primarily to identify certain titles such as books, plays, newspapers, magazines, paintings, sculptures, movies, ships, and specific names of aircraft. Therefore, sentence two should be written as follows:

Among the reference books on the chairman's bookshelf is *The Seven Habits of Highly Effective People*.

According to Mamie Hixon's *Real Good Grammar, Too*, italics (underlining) is also used to identify foreign words or phrases that have not become adapted to English usage. If in doubt as to whether a word has been adapted to English, consult a dictionary. Some common foreign words, phrases, and expressions that have become anglicized are as follows:

the status quo	de facto	ad hoc committee	ex officio
a coup	laissez faire	cum laude	double entendre

Use italics to set off words used as words, and use quotation marks to set off definitions as in the following:

According to the dictionary, *audit* simply means "verification or examination of financial accounts or records."

ON-THE-JOB GRAMMAR TIP

Usually not italicized, *e.g.* is a formal abbreviation for *for example* and usually precedes phrases.

Some terms of the contract, *e.g.*, duration and job classification, were settled in the first two bargaining sessions.

Some terms of the contract, *for example*, duration and job classification, were settled in the first two bargaining sessions.

i.e. is a formal abbreviation for *that is* and usually precedes clauses.

We were a fairly heterogeneous group; *i.e.*, there were managers, forepersons, and vice-presidents at the meeting.

We were a fairly heterogeneous group; *that is*, there were managers, forepersons, and vice-presidents at the meeting.

Punctuate for Clarity and Effect

Is It Time for a Colonoscopy?

By Mandy Harrison

The colon is the Paul Revere of punctuation. Just as Paul Revere ran around yelling, "The British are coming, the British are coming," a colon screams, "A list is coming, a list is coming!" The colon is a strong mark of punctuation that introduces information and connects that information to the rest of a sentence. Although the colon may be used to separate, combine, and introduce, it is most commonly used to introduce a list. The following are important rules concerning using a colon to introduce a list:

RULE 1: A complete sentence *must* precede a colon.

-Therefore, do not use a colon after a verb or a preposition, even though the verb or preposition may precede a list.

-The phrases *the following* and *as follows* are often used before a colon to make a word group preceding a colon complete.

RULE 2: In order to avoid redundancy, do not use phrases such as *for example*, *namely*, or *that is* after a colon because a colon means "namely."

RULE 3: One item may make up a list.

RULE 4: A colon may be used to introduce a vertical list if the information preceding the colon is a complete sentence.

When used correctly, the colon can improve the clarity and conciseness of a person's writing. To certify that the above "colonoscopy" was successful, choose the correct sentence:

Grant applications should include: the organization's mission statement, anticipated expenses, and an overview of the proposed project.

Those attending the meeting were: Dr. Lanza, Dr. Boyd, and Dr. Wright.

The University maintains official documentation of academic preparation such as: official transcripts for all faculty members.

ANSWER: None of the sentences are correct because there is not a complete sentence before the colon.

CORRECT USES OF THE COLON

Grant applications should include the organization's mission statement, anticipated expenses, and an overview of the proposed project.

Those attending the meeting were Dr. Lanza, Dr. Boyd, and Dr. Wright.

The University maintains official documentation of academic preparation such as official transcripts for all faculty members.

The administrative division consists of three principal sections: resource management, finance, and customer service.

The critical problems in this company are

- low employee morale
- insufficient capital
- incompetent management
- lack of training

The Numbers Game

By Brian Hansen

Figures (numerals) are used to express dates (August 13, since 1992), hours when they precede *a.m.* or *p.m.* (8:00 a.m.), page numbers (page 666), numbers containing decimals (\$2.5 million settlement), and chapter numbers (Chapter 11).

Write out numbers that can be expressed in two words or less (one hundred, twenty-six). Use figures for those numbers that require more than two words (156; 3,201) unless the number begins a sentence.

In technical and business writing, use figures when expressing statistical tables, weights, totals, distances, speeds, sums, and percentages.

For more information, consult the ever-popular *Real Good Grammar, Too*. I did.

The Series

By Justin Parafinczuk

Contrary to popular belief, each punctuation rule was made with a logical and specific intent. In fact, punctuation rules are crucial in allowing a writer to convey his or her point unambiguously. For instance, when there is a series of items in a sentence, the items in the series must be separated by commas.

COMMAS: Sora Enso Paper has offices in Finland, Wisconsin, and Belgium.

However, sometimes when a list is embedded in a sentence, it is necessary to use semicolons, instead of commas, to separate the items that must be grouped together within the list.

SEMICOLONS: Sora Enso Paper has offices in Helsinki, Finland; Wisconsin Rapids, Wisconsin; and Brussels, Belgium.

If this rule is not followed, the meaning of some lists may be misconstrued.

WHICH TELEPHONE GRAMMAR DOES YOUR OFFICE USE? TELEPHONE GRAMMAR I

OFFICE: DEPARTMENT OF CITY, COUNTY, AND STATE, CAN I HELP YOU?
CALLER: HELLO, MY NAME IS
OFFICE: WHO WOULD YOU LIKE TO SPEAK TO?
CALLER: ONE OF THE ADMINISTRATORS.
OFFICE: WHAT IS YOUR CALL IN REGARDS TO ?
CALLER: MAY I PLEASE SPEAK TO THE OFFICE MANAGER?
OFFICE: THIS IS HER/HIM.
 ARE YOU A ESCAMBIA COUNTY RESIDENCE?
 (CONVERSATION CONTINUES.)
OFFICE: WE APPRECIATE YOU CALLING.

TELEPHONE GRAMMAR II

OFFICE: DEPARTMENT OF CITY, COUNTY, AND STATE, MAY I HELP YOU?
CALLER: HELLO, MY NAME IS. . . .
OFFICE: WHOM WOULD YOU LIKE TO SPEAK TO?
CALLER: ONE OF THE ADMINISTRATORS.
OFFICE: WHAT IS YOUR CALL IN REGARD TO ?
CALLER: MAY I PLEASE SPEAK TO THE OFFICE MANAGER?
OFFICE: THIS IS SHE/HE.
 ARE YOU AN ESCAMBIA COUNTY RESIDENT?
 (CONVERSATION CONTINUES.)
OFFICE: WE APPRECIATE YOUR CALLING.

ON-THE-JOB GRAMMAR TIP

The writer or speaker implies; the reader or listener infers.

His memo *implied* that the project would be delayed.

The general manager *inferred* from the memo that the project would be delayed.

GrammarWatch©

WORDS THAT MAKE YOU GO "HMMMM?!"
(IS THAT RIGHT?)

There's a fine balance between people expressing **themselves** and their opinions.
—President Bush (from CNN Radio, 8/23/02 and 8/25/02)

1. We're in the business of **loaning** money.
2. This is the Smith **resident**.
3. It has been **motioned** and **second** that the meeting be adjourned.
4. **All total**, the averages are low.
5. We have already **shown** the video once.
6. He **dove** into the pool.
7. I **wove** them together.
8. contact **lens**
9. The cleaners **shrank** the shirt.
10. We **snuck** in through the side door.
11. The movers **drug** the couch to the patio.
12. I have **strived** to do well.
13. **On the behalf of**
14. My UWF **transcripts**
15. cool, calm, and **collective**
16. **the significance to that number**
17. I enjoy **to travel**.
18. You need your **driver licenses**.
19. dressed to the **nine**
20. **as a results**
21. **wrecked** havoc
22. **mistress of ceremony**
23. **raving** reviews
24. I **graduated UWF**.
25. two jury **summonses**
26. **gun-ho**
27. whole 'nother issue

FROM THE GRAMMAR GURU'S DESK

1. lending
2. residence
3. moved and seconded
4. All told
5. Both *shown* and *showed* are correct past participle forms.
6. Both *dove* and *dived* are correct past tense forms.
7. Both *wove* and *weaved* are correct past tense forms.
8. one - *lens*; two or more - *lenses*
9. Correct. Also *shrank*
10. Both *snuck* and *sneaked* are correct past tense forms.
11. dragged
12. Both *strived* and *striven* are correct past participle forms.
13. On behalf of
14. one transcript
15. cool, calm, and collected OR calm, cool, and collected
16. the significance of that number
17. traveling
18. one driver license OR driver's license
19. *to the nines*, meaning "to the highest degree"
20. as a result
21. *wreaked* havoc
22. mistress of ceremonies
23. *rave* reviews
24. I graduated from UWF.
25. Correct
26. gung-ho
27. Correct slang expression (some use *whole other* idea)

ON-THE-JOB GRAMMAR TIPS

- **Cannot help but** is a double negative.
INCORRECT: We cannot help but cut our staff.
REVISED: We cannot avoid cutting our staff.
- Use **fewer** with countable nouns and **less** with noncountable nouns.
Fewer members took the offer than we expected.
Fewer calories and **less** fat
- Do not capitalize working or professional titles such as **principal**, **vice president**, **sales associate**, **data clerk**, and **credit manager** unless they are used with a name.
- Periods and commas are always placed inside closing quotation marks.
The sales associate presented her findings in an essay entitled "Marketing Strategies in the 21st Century."
- If you end a sentence with an abbreviation, do not use an extra period.
INCORRECT: The seminar is from 8:00 a.m. till 4:30 p.m..
REVISED: The seminar is from 8:00 a.m. till 4:30 p.m.
- Don't use the pronoun **they** without an antecedent.
INCORRECT: In this office, they require you to type and edit all case studies.
REVISED: In this office, employees are required to type and edit all case studies.
- When writing a comparison, use **more** for two; use **most** for more than two.
INCORRECT: Of the three applicants, she is more qualified.
REVISED: Of the three applicants, she is the most qualified.
- To make a compound noun plural, change the form of the word that is clearly the most important. Consult your dictionary.

statutes of limitations

passers-by

attorneys general

runners-up

bills of sale

sisters-in-law

or attorney generals

court martials

- Collective nouns such as **team**, **committee**, **jury**, **group**, **band**, **choir**, **family**, **couple**, **faculty**, and **staff** may be singular or plural depending on meaning: whether the members are considered collectively/as a group (singular) or individually/individual members acting separately (plural).

SINGULAR

A team of nurses is treating the patient.

The couple was married in 1955.

The jury has delivered its verdict.

PLURAL

Our team of professionals are very experienced.

The couple enjoy their children and grandchildren.

The couple were married in 1955.

The jury have gone their separate ways.

IF A PRONOUN FOLLOWS, USE IT AS A GUIDE.

The couple have renovated their apartment.

Switching Gears Switching Gears

Switching Gears - Keeping It Real

By Mamie Webb Hixon
Writing Lab Director

Let's get rid of the notion that there's always a correct way—a fixed way—to talk. There isn't. Very few people speak the same way all the time. Most of us have one way to talk to our friends and family (*Hey, y'all!* or *Yo, Wassup!*) and a completely different way to talk to our colleagues and business associates (*Hello, how are you?*); one way to talk in the living room, another way to talk in the board room.

We have our home English and our office English, what the Reverend Jesse Jackson calls our "cash English." We switch gears—back and forth between the two, depending on the audience and the occasion. We switch gears because we know there's no one way that works in every situation. We use our **T-shirt English** in one setting and our **Tuxedo English** in another. And most of us do it with ease and dexterity. In the living room, "we get the 411"; in the boardroom, "we research the information." In the living room, "this is on the down-low"; in the boardroom, "this is confidential." "We be down wit dat" at home, and "we are cooperative and agreeable" at work. It's "aw-ight?" at home and "all right?" in the office. We "chill" at home and "relax" in the office. At work, "we are practical and realistic"; at home, "we keep it real." We describe a co-worker as "laid-back" to a friend, but in a letter of reference we describe the co-worker as "a person with a relaxed demeanor."

Just as we have a clothes closet with varied attire from casual to dressy, we should have a **Language Closet**, a language repertoire with language choices from informal slang and colloquialisms to formal, dressy English. According to language specialists, there are approximately 1,560 ways to utter any English sentence, giving us the ability to convey a message on any level—from informal to formal. A speaker or writer of English who is hopelessly locked in to only one method of delivery (slang, for instance) is just as inept as the one who can communicate only on a strictly formal level. Our language repertoire should contain enough vocabulary from all levels to ensure that we can in fact communicate with kings, queens, and Presidents or the average Tom and Mary Citizen on the street. The ability to switch gears allows us to express the same idea in several ways:

*I ain't got no money.
I'm broke/ I'm busted.
I'm financially unable to afford it.
It's cost prohibitive.
Pecuniary circumstances preclude me from such affordability.*

The ability to switch gears allows us to make these distinct language choices depending on the situation:

T-shirt English - First Gear - is our own familiar language that many of us use to relate to one another. It's the language we use during those unguarded conversational moments when we're not "minding our language." It's conversational English that comes in all forms—from slang to dialectal expressions.

*Yo! Wassup! Howdy, y'all!
What went down?
There's something going down in the hood.*

Dressy English - Second Gear - is the language of news print, textbooks, and formal correspondence. It's the language that's met with universal acceptance and approval; and it is favored by public figures, television and radio announcers, and most professionals.

*Hello.
What happened?
There's a lot of chaos in the streets of my neighborhood.*

Tuxedo English - Third Gear - is the language of formal documents and academic and business correspondence; it is an elevated and formal level of second gear and is favored by many legal professionals and some state and national public officials. Second and third gear speech offers us unlimited professional and academic access, while first-gear speech offers limited access.

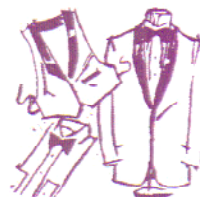
*Good evening.
Would you recapitulate those occurrences?
There's a civil disturbance in the vicinity.*

Shifting gears! It's what we do well. It's what we do best. We adjust our language. We change our speech depending on the image we wish to create. We may come from a "Hit don't matter to me, honey chile" background, but we should be able to "keep it real" and say "It doesn't matter to me" or "The fact of the matter doesn't alter the situation."

Switching Gears from the Living Room to the Board Room

By Mamie Webb Hixon

LIVING ROOM:	I was real ticked off about not getting the promotion.
BOARD ROOM:	I was displeased to learn that my promotion was denied.
LIVING ROOM:	I did everything I could to talk some sense into my boss's head.
BOARD ROOM:	I have exhausted all attempts to communicate reasonably with my supervisor.
LIVING ROOM:	By law, this company is supposed to make sure I keep this job.
BOARD ROOM:	It is the legal responsibility of this company to protect my rights as its employee.
LIVING ROOM:	I'm gonna punish everybody right now.
BOARD ROOM:	I will take immediate corrective action.
LIVING ROOM:	Telling on your supervisor shouldn't get you fired.
BOARD ROOM:	Filing a complaint should not affect your employment status.
LIVING ROOM:	If your boss tries to get back at you, y'all ought to let her go.
BOARD ROOM:	If there's evidence of retaliation, then disciplinary action, including dismissal, should be taken.
LIVING ROOM:	I told the office assistant off.
BOARD ROOM:	I reprimanded the office assistant.
LIVING ROOM:	Don't let nobody know I talked to you.
BOARD ROOM:	This conversation is confidential.
LIVING ROOM:	I jotted down everything that happened before and after the incident.
BOARD ROOM:	I documented my job performance before and after the incident.



TUXEDO ENGLISH

Switching Gears Switching Gears

Words, Phrases, and Expressions you Shouldn't Take from Home to the Office

By Mamie Webb Hixon

- I don't know nothing about this meeting.
- a criteria
- the criterias
- with regards to
- irregardless
- anyways
- and etc.
- I feel badly about missing the workshop.
- Be sure and be on time.
- If you plan on being at the workshop, please let us know.
- Hopefully, our business will increase.
- He graduated PJC.
- oftentimes
- hisself, themself, theirselves
- Loan me the money.
- The minutes has been approved.
- Dues is due in September.
- She missed the conference on account of illness.
- I'm real excited about the conference.
- I'm waiting on you.
- Where's the meeting at?
- That's a long ways to travel to a meeting.
- I'm not coming to the meeting nohow.
- I could care less.
- It has been moved and second that the meeting be adjourned.
- If I was in charge, I'd make a lot of changes.
- I motion that the meeting be adjourned.

Bad Grammar That Ain't So Bad!

From the Desk of the Grammar Guru

Bad grammar emits a social and intellectual message about its sender. An employee who uses the kind of bad grammar illustrated below runs the risk of undermining his or her credibility as a professional. Furthermore, he or she is ridiculed and is usually not taken very seriously.

- *Where the purchase orders at?*
- *The forms have already went to the principal's office.*
- *I seen you at the conference in San Francisco.*
- *He'll do the job hissself.*
- *We don't have no more applications.*
- *She don't know the answer.*

Even an untrained grammarian would notice the errors above. But some bad grammar ain't so bad:

- Each of us has **our** own responsibility.
- It's important to let the employee know that it's not **him or her** who's

causing the problem.

- It's not what you know but **who** you know.
- **Who** are you going to call?
- Usually, it's not **me** that he calls.
- **Who** are you going to vote for?
- That's **us** twenty years ago, and that's **me** six years ago.
- The media **has** not responded.
- This bank wants to **loan** you money.
- Closed **due to** the hurricane.
- We're here to **better** serve you.
- Everybody participated, didn't **they?**
- The data **is** accurate.
- I'd like to suggest that it be **me** who is assigned to this command post.
- **Less** than ten items.

The sentences above do contain errors, but the errors don't draw attention to themselves; they are subtle enough that even a trained professional would either overlook them or not notice them.

The "Real" Deal

By Mamie Webb Hixon
UWF Writing Lab Director

- No **real** early, **real** late, or **real** soon
- No **real** good, **real** bad, or **real** nice
- No **real** fast, **real** slow, or **real** energetic
- No **real** pretty, **real** smart, or **real** cute
- No **real** easy, **real** hard, or **real** simple

Here's the **REAL** deal.

Real, despite its popularity among speakers of English, as a qualifier is really an adjective meaning "genuine":

- real** leather
- real** circumstances
- real** people
- a **real** problem

In business and academic writing, when you need to qualify how professional, how dedicated, how reasonable, how responsible, how important, or how critical something or someone is, use an adverb—**real** is not an adverb. It is an adjective. Try using an adverb like **really** or **very**:

- | | | |
|----------------------------|------------|-------------------------------|
| a real disadvantage | BUT | really disadvantageous |
| a real surprise | BUT | really surprising |
| a real crisis | BUT | really critical |
| a real pleasure | BUT | really pleasurable |
| a real difference | BUT | really different |
| a real southerner | BUT | really southern |
| a real profession | BUT | really professional |
| real support | BUT | really supportive |
| a real friend | BUT | really friendly |

T-SHIRT ENGLISH



Pardon Me, But Your Participle Is Dangling

By Helen Richards

According to the sixth edition of *Understanding English Grammar* by Martha Kolln and Robert Funk, "the participle can open the sentence only when its subject is also the subject of the sentence and is located in regular subject position. Otherwise, the participle dangles." Present participles are phrases that begin with the *-ing* form of the verb such as *having finished work early*, *leaving the job for someone else*, or *taking the time to proofread*. The participle acts as a verb and needs a subject to attach itself to. The problem is that if the participle is not attached to its subject, the sentence takes on another meaning. Take the sentence below for example:

Being the first employee to complete the project on time, my boss gave me an award. The participle *being the first employee to complete the project on time* is attached to *my boss*, indicating that *my boss* was *the first employee to complete the project on time*. The participle is dangling in this sentence because it is not attached to its proper subject. The sentence can be reworded to eliminate the dangling participle:

Being the first employee to complete the project on time, I was given an award by my boss. Other sentences containing dangling participles are as follows:

Working sixty hours per week for three months, Lisa's report was flawless.

(The sentence suggests that Lisa's report instead of Lisa worked sixty hours per week for three months)

Failing to alphabetize correctly, the files were lost by the secretary.

(According to this sentence, the files instead of the secretary failed to alphabetize correctly)

Also, watch for the delayed subject, a problem that occurs when a participle is attached to there or it. An example of the delayed subject appears in this sentence:

Fearing a massive lay-off, there was a general sense of relief when the boss announced there would be no new budget cuts.

There cannot be the subject that *fearing a massive lay-off* attaches to. A better sentence would be as follows:

Fearing a massive lay-off, the employees were relieved when the boss announced there would be no new budget cuts.

Another way to correct the problem of the delayed subject is to make the participle into a complete clause to change the sentence as follows:

Because the employees had feared a massive lay-off, there was a general sense of relief when the boss announced there would be no new budget cuts.

So remember that your participles are verbs and therefore need a subject to attach to; just make sure that your participle is attached to a subject. Otherwise, the participle is dangling!

Subjective Verbs: Verbs with an Attitude!

By Betty Bureson, UWF Writing Lab Manager

Just as human expression and actions suggest the mood (attitude) of the person, the form of the verb indicates the mood (attitude) of the verb. That is, the verb form indicates the speaker's or writer's attitude towards the idea expressed by the verb. Instead of telling what is or what something is doing (the indicative mood—*DacuCom provides excellent printing services*), the subjunctive mood speaks of possibilities, desires, and requirements.

1. The subjunctive mood is used to indicate a possibility: *If I were you, I would save my money.* Since I am not "you," we have a hypothetical condition. **A word of caution is appropriate here:** the trick is that the "if" statement must be contrary to fact: *If I was efficient, my supervisor always allowed me to leave early* (I was efficient; I did leave early).
2. The subjunctive is also used to express a wishful attitude: *I wish I were the president of our company.*
3. Finally, the subjunctive mood can express an insistent attitude in that-clauses:

Me, Myself, and I

By Mamie Webb Hixon

When you don't know whether to use *I* or *me*, don't use the reflexive pronoun *myself*. *Myself* is not a substitute pronoun for either *I* or *me*. *Myself* is a reflexive pronoun used as the object in a sentence when the word to which the pronoun refers is the subject of the sentence. **The use of *myself* in these three sentences is correct.**

As president of this company, I am giving myself a raise.

I am very proud of myself for having worked hard to receive this award.

On behalf of the orchestra and myself (OR me), I welcome you.

The use of *myself* in the sentences below is incorrect:

The responsibilities will be divided between you and myself.

There is a big difference between my opponent and myself.

If you have any questions, contact the office assistant or myself.

The confidentiality agreement is between the company and myself.

Follow these basic pronoun usage rules when deciding whether to use *I* and *me*:

Rule 1: Ignore the conjunction and the other noun or pronoun:

If you have any questions, contact the office assistant or myself.

IGNORE *or the office assistant*

WOULD YOU SAY *If you have any questions, contact myself?*

OR WOULD YOU SAY *If you have any questions, contact me?*

If you have any questions, contact me or the office assistant.

Rule 2: Always use *me*, *him*, *her*, *us*, and *them* after *between*.

The responsibilities will be divided between you and me.

There is a big difference between my opponent and me.

The confidentiality agreement is between the company and me.

Although the pronouns *I*, *me*, and *myself* refer to the same person—the person speaking or writing—these pronouns are not interchangeable in a sentence.

Other reflexive pronouns are *herself*, *himself*, *yourself*, *themselves*, *ourselves*, and *yourselves*. *Theyselves*, *theirselves*, *theirselves*, and *hisselves* are nonstandard.

Grammatical Etiquette

If you are using a first-person pronoun (*I*, *me*, *we*, *us*) with a noun or another pronoun, mention yourself last:

Contact the department chair or me. NOT Contact me or the department chair.

The office manager and I are in a meeting. NOT I and the office manager are in a meeting.

Subjective Verbs (continued)

The company requires that all employees be on time.

It is important that the applicant submit the application by the deadline.

I move that the meeting be adjourned.

The attorney insisted that the witness be excused.

Remember, subjunctive verbs are verbs with an attitude! Watch out for these verbs in hypothetical conditions with imagined consequences and in that-clauses expressing requirements or recommendations.

-Ly, -ly, -ly, -ly

By Mamie Webb Hixon
UWF Writing Lab Director

Singers tune up with the third tone of the diatonic scale: *mi, mi, mi, mi.*

At the beginning of a business week, I recommend that administrators, business executives, and office workers tune up—with *-ly, -ly, -ly, -ly.*

That way, their day will not run smooth. It will run smoothly.

Their well-organized office will not operate as efficient as possible. It will operate as efficiently as possible.

The staff will not read information careful. They will read it carefully.

The boss will treat all employees fairly, not fair.

And all personnel will not perform their tasks as quick as possible. They will perform their tasks as quickly as possible.

After all, these business execs and office workers are active. Therefore, their activeness, as expressed by the verbs *run, operate, read, treat, perform, etc.*, should be described accurately with an adverb.

As the *Grammar Rock* song says, "Lolly, Lolly, Lolly, get your adverbs here."

"Lolly, Lolly, Lolly, Get Your Adverbs Here!"**TWO ADVERB DILEMMAS**

In recognition of a company's seventy-fifth anniversary in the city, a sign is printed. On it will be printed the company's name, followed by the phrase "**SERVING OUR COMMUNITY**" and, in bold print, these three words:

SAFELY ECONOMICALLY FRIENDLY

Is the sign grammatically correct?

DRIVE FRIENDLY

Road signs sprinkled liberally throughout Oklahoma read **DRIVE FRIENDLY**. Probably because the word *friendly* ends in *-ly*, someone thought that it belongs with words like *safely, cautiously, and carefully*. **DRIVE CAREFULLY** works, so why not **DRIVE FRIENDLY**?

Can you make a case for "Drive Friendly"?

Commonly Mispronounced Words

—Compiled by Mamie Webb Hixon

WORD	COMMON MISPRONUNCIATION	PRONUNCIATION TIP
advertise	a-ver-tize	Pronounce the <u>d</u> .
ask	ax	Pronounced <u>ass</u> with a <u>k</u>
athletic	ath-a-let-ic	Only three syllables in this word
business	bid-ness	No <u>d</u> in this word
corps	corpse	Pronounced <u>core</u>
crotch	crouch	Pronounced <u>crotch</u>
clout	clot	Rhymes with <u>about</u>
clique	cliché	Two different words
drowned	drown-ded	Only one syllable
doctoral	doc-to-ri-al	Only three syllables
diploma	di-ploo-ma	No <u>oh</u> in <u>diploma</u>
February	Feb-i-a-ry	Pronounce both <u>r</u> 's.
fiscal year	physical year	Two different words
genuine	gen-u-wine	No <u>wine</u> in this word
idea	ideal	Two different words
Illinois	Ill-i-noise	No <u>noise</u> in this state
incentive	in-cen-i-tive	Only three syllables
irrelevant	ir-reh-yuh-lant	The third syllable is <u>uh</u> .
Italian	Eye-tal-ian	No <u>eye</u> in this word
library	li-berry	No <u>berry</u> in this word
mischievous	mis-chee-vi-ous	Only three syllables
nuclear	nu-ku-lar	Look at the letter arrangement.
number	nim-ber	No <u>nim</u> in this word
obstacle	ob-stack-ul	No <u>stack</u> in ob-stih-kul
often	of-tin	The <u>t</u> is silent as in <u>listen</u> .
particularly	par-ti-cu-lar-ly	No accent on the fourth syllable <u>lar</u>
recipient	re-cip-ri-cant	Look at the spelling.
realtor	real-a-tor	Two syllables only
reiterate	re-in-uh-rate	The second syllable is <u>it</u>
specific	pacific	Two different words
pronunciation	pro-noun-ci-a-tion	The second syllable is <u>nun</u> , not <u>noun</u> .
recoup	re-coo	Pronounced re-coop
stint	stunt	Two separate words
salmon	sal-mon	The <u>l</u> is silent.
semicolon	sem-l-colon	Don't emphasize the <u>i</u> .
supposedly	sup-po-sop-ly	Pronounced sup-po-SED-ly
similar	si-mu-lar	Pronounced si-MIH-lar
tentative	ten-uh-tive	Pronounce all the <u>t</u> 's.

"Writing to Express, Not Impress!"

Anybody can sound impressive:

Members of an avian species of identical plumage congregate.

Abstention from any aleatory undertakings precludes potential escalation of any lucrative nature.

Phillip Broughton makes this point of using writing to impress very clear with his "Systematic Buzz-phrase Projector." To use it, randomly select any three-digit number from the list on the right — it's like playing Play 3 in the Florida Lottery.

Each number you select will produce a word from each column creating a tremendously impressive phrase. For instance, the number 330 produces "parallel reciprocal options," a phrase which may sound very impressive in a business report, but doesn't say anything. This kind of writing is writing to impress; however, professionals should write to express, not impress.

Your Turn:

0. Integrated	0. Management	0. Options
1. Total	1. Organizational	1. Flexibility
2. Systematized	2. Monitored	2. Capability
3. Parallel	3. Reciprocal	3. Mobility
4. Functional	4. Digital	4. Programming
5. Responsive	5. Logistical	5. Concept
6. Optional	6. Transitional	6. Time-phase
7. Synchronized	7. Incremental	7. Projection
8. Compatible	8. Third-generation	8. Hardware
9. Balanced	9. Policy	9. Contingency

Philip S. Broughton, "Criteria for the Evaluation of Printed Matter," *American Journal of Public Health*, 30 Sept. 1980, 1027-32.

THE APOSTROPHE: POSSESSED AND DISPOSSESSED

By Mamie Webb Hixon
UWF Writing Lab Director

THE FORMERLY POSSESSED: The apostrophe disappeared.

Veterans Day Achilles heel

THE "UNPOSSESSED": The apostrophe or the apostrophe and -s is unnecessary.

narcotics agent	Admissions Office
honors classes	sports page
document shredding	Arts Council
expert witness testimony	Pikes Peak
household goods	the Webb sisters
records clerk	auto insurance

THE DISPOSSESSED: Both the apostrophe and the -s have been eliminated, thus giving emphasis to both nouns:

staff guidelines	university personnel
the Roy Jones fight	attorney fees
employee benefits	company policy
student rights and responsibilities	Pensacola tourists
driver license (also driver's license)	committee report

THE TERMINALLY POSSESSED

Some expressions are always possessive: the apostrophe is fixed regardless of whether the noun following the word is singular or plural.

Mother's Day	bachelor's degree(s)
a man's world	master's degree(s)
rabbit's foot	beginner's luck
collector's item(s)	traveler's check(s)

JOINT POSSESSION: The apostrophe is required on the second noun only.

Children and Women's Hospital	Ted and Jane's wedding
Boys and Girls' Club of Escambia County	Men and Women's Day

THE PLURAL POSSESSED: The apostrophe is added after the plural -s.

Annual Blue Angels' Homecoming Air Show	Greyhound Bus Lines' passengers
the Joneses' lawsuit	Secretaries' Week
two weeks' pay	Presidents' Day
six years' experience	both parents' consent
workers' compensation	Bosses' Day
veterans' benefits	

When the plural noun does not end in -s, add both an apostrophe and an -s.

Children's Telephone Number (*Pay attention, BellSouth*)
women's rights
men's department
the people's choice

THE SINGULAR POSSESSED: An apostrophe and -s are added unless this addition distorts the pronunciation of the word.

the waitress's tip	Robert's Rules of Order
the boss's desk	Dr. Seuss's stories
the witness's testimony	Bill Gates's millions
Clifford Odets' play	the judge's decision
Wesley Snipes' hometown	company's policy
Bruce Willis's stunts	my husband's diabetes
Sophocles' plays	Jesus' teachings

ON-THE-JOB GRAMMAR TIP

Hopefully is an adverb meaning "in a hopeful manner." According to the *American Heritage Dictionary*, Fourth Edition, the use of *hopefully* as a sentence adverb in the sentences below is unacceptable to many critics and careful writers:

Hopefully, the company's profits will increase this fiscal year.

Hopefully, the temperature will be warmer tomorrow.

Careful writers and speakers prefer using *hopefully* in these instances:

Couples usually go into marriages hopefully.

The hurricane victims waited hopefully for the arrival of clothing and food.

Verbing Nouns

Did you power off the computer?

I will calendar the date.

After twenty-five years on my job, I was surplused.

A Message from the Editor

NEW WORDS

power nap • living will • outsource • downsize • dehire

The fact that the *Oxford Dictionary of New Words* contains over 50,000 entries is an indication that new words enter our language every day. According to Karen Wright in her essay "Keepers of Words" in the March 2000 *Discover* magazine, "breadth of use and 'staying power' are the two principal criteria Merriam-Webster editors use to nominate new words."

Email is just one example of a word that entered the English language because of computer technology. Now there's *Webcasting* (which my computer is highlighting even as I type), *Internet*, *word processor*, *spam*, and *computer mouse*.

Then there's *credentialize*. And don't forget *Enronize*, *annualize*, *athleticism*, *home schooling*; the list of neologisms goes on. What's amazing about the English language is its creative capacity: once a new noun enters the language because of medicine, technology, education, or politics, it is verbed and turned into an adjective as well. So, if you are read your Miranda rights, you have been Mirandized. Right? When in doubt, use a current, unabridged dictionary - or call the Grammar Hotline at (850) 474-2129. We'll be glad to look up your new word for you.

What's in a Name?

By Mamie Webb Hixon

What's in a name? Everything including a comma—if *Jr.* or *Sr.* follows the name. If a Roman numeral designation follows a name, the comma is omitted:

Henry VIII **Adlai Stevenson III**
Pope John Paul II **The Reverend Leon Rankins III**

Roy Jones, Jr.	OR Roy Jones Jr.
The Reverend Dr. Martin Luther King, Jr.	OR The Reverend Dr. Martin Luther King Jr.
Lou Gossett, Jr.	OR Lou Gossett Jr.
Hank Williams, Jr.	OR Hank Williams Jr.
Sam Webb, Jr.	OR Sam Webb Jr.

The second option without the comma preceding the title *Jr.* is preferred since *Jr.* is considered a part of the person's name. If, however, the title is an additive or a parenthetical element like a professional, descriptive, or working title, then the comma is required:

William E. Cosby, Ed.D	Gerald McKenzie, Attorney at Law
Sarah Wynder Haynes, Ph.D.	Ross Goodman, Esq.
Percy Goodman, M.D.	Marie Young, County Commissioner

While commas separate a name from a title, commas are not used to set off nicknames or surnames (nicknames are, however, placed in quotation marks unless the nickname is the name the person is known or called by):

Catherine the Great	The Iron Lady
Michael "Air" Jordan	Honest Abe
General Daniel "Chappie" James	Ike

Commas are not necessary when a professional title precedes a name:

Secretary of State Colin Powell	Condoleezza Rice, National Security Advisor
President George W. Bush	Al Henderson, Editor
The Honorable Nancy Gilliam	Nettie Eaton, Principal

When in doubt, consult a grammar handbook or stylebook.

THE LIE - LAY DILEMMA

Use **lie, lies, lying, lay,** and **(have) lain** with people and inanimate objects:

Tourists are **lying** on the beach enjoying the sun.
 The forms are **lying** on your desk.
 Trees were **lying** on the streets after the hurricane.

ON-THE-JOB GRAMMAR TIP

The term **via**, Latin for "by way of," should be used only in routing instructions.
 Send the information **via** fax or email.
 The equipment is being shipped to Pensacola **via** Mobile.
 The project was funded **through** a federal grant.

ON-THE-JOB GRAMMAR TIP

Use standard rules for forming the plural of last names.

<i>Stewart - the Stewarts</i>	<i>Kennedy - the Kennedys</i>
<i>Keeping up with the Joneses</i>	<i>Lynch - the Lynches</i>
<i>Rodriguez - the Rodriguezes</i>	<i>Bui - the Buis</i>
<i>Illianes - the Illianeses</i>	<i>Marx - the Marxes</i>
	<i>the Williamses</i>

Diction in the Real World

By Leslie Young

In the business world, proper use of written words can be the deciding factor between making a deal or not making the deal. Some business people may **except** the fact that they cannot write properly. However, they should be **advised** that proper grammar is a **principle** key to producing documents that will be read by others. If business people are not sure of their grammar, they should **be sure and** ask someone for help or simply look the information up themselves. **Beside** having proper grammar in writing, a person who knows how to use proper grammar when speaking has an advantage over those individuals who do not know their grammar rules. Should a businessman or businesswoman become a supervisor, he or she also needs to know proper grammar in order to help his or her **personal**. What good would a boss who didn't know grammar be if the workers **banked on** him as a resource? **Being that** the workers depend on their bosses, the boss needs to know correct grammar for writing and speaking purposes. If business people are not particularly great with grammar, they shouldn't become alarmed; they should be **enthused** because a place like the University of West Florida's Writing Lab exists. **Due to** the highly trained staff in The Lab, business people will encounter **imminent** lab assistants ("labbies") who will help them reach their grammar goals. Getting help from the Grammar Hotline will have a profound **affect** on your writing. Professionals everywhere, have no fear; for the Writing Lab and its "grammar labbies" are here to **council**.

Did you notice that all of the bold-faced words above are incorrect? For future reference, know the differences between the two forms of each of the words above:

- **accept vs. except:** accept means "to take"; except means "to omit," or it can be the preposition "but."
- **advice vs. advise:** advice is a noun that means "tips or suggestions"; advise is a verb that means "to give advice."
- **principal vs. principlal:** principal is an adjective that means "main or primary"; principle is a noun that means "beliefs or morals."
- **be sure and vs. be sure to:** Never use "be sure and."
- **beside vs. besides:** beside means "alongside"; besides means "in addition to"
- **personal vs. personnel:** personal is an adjective; personnel is a noun that refers to workers.
- **banked on vs. depended on:** Never use banked on because it is colloquial.
- **being that vs. because:** Never use "being that."
- **enthused vs. enthusiastic:** enthused is a colloquial adjective.
- **due to vs. because of:** due to means "caused by" and must follow only a *be* -verb; because of means "as a result of" and is used to introduce an adverb phrase.
- **imminent vs. eminent:** imminent means "sure to happen"; eminent means "distinguished" or "elite."
- **affect vs. effect:** affect as a verb means "to change, alter, or influence"; effect as a noun means "consequence or result."
- **counsel vs. council:** counsel is a verb that means "to advise" and a noun meaning "lawyer"; council is a noun.

ANSWER KEY TO "TEST YOURSELF"

If you missed one, you have excellent On-the-Job Grammar; 2 to 7, Good On-the-Job Grammar; 8 to 14, Fair On-the-Job Grammar; 15 or more, Weak to Poor On-the-Job Grammar.

1. INCORRECT Change *you having to your having*. (Use a possessive with a gerund.)
2. INCORRECT Change *myself to me*. (Use a reflexive pronoun such as *myself* only when its antecedent is the subject of the sentence.)
3. INCORRECT *between you and me* (Use *me, him, her, us, and them* after *between*.)
4. INCORRECT change *I to me*. (Use *me, him, her, us, and them* after *with*.)
5. CORRECT Use *whoever* as the subject of *is on the list*.
6. INCORRECT Use *whomever* as the object of *the board chooses*.
7. INCORRECT Change *their to his or her*. (*Each physician* is singular; *their* is plural.)
8. INCORRECT *It's* is a contraction for *it is*. Use *its*.
9. INCORRECT Change *whom to who* (*may be interested in attending needs a subject*.)
10. INCORRECT Add omitted word(s): *than she [is]*.
11. INCORRECT Change *we to us* after the preposition *for*.
12. INCORRECT *They* has no antecedent; reword the sentence.
13. INCORRECT Change *are to is*. (The subject is *support, not parents*.)
14. INCORRECT Change *are to be*. (Use subjunctive mood.)
15. INCORRECT Change *have to has*. (Singular subjects joined by *neither...nor* are singular.)
16. INCORRECT Change *There's to There are*. (The subject is *treatments, not there*.)
17. INCORRECT Change *focus to focuses* to agree with the singular subject *The Pensacola Pain & Injury Clinic*.
18. INCORRECT Change *are to is*. (The subject is *each, not cars*.)
19. INCORRECT Change *are to is*. (The subject is *prognosis, not patients*.)
20. INCORRECT Change *confirms to confirm*. (Subjects preceded by *a number of* are plural.)
21. INCORRECT Change *have to has*. (Subjects preceded by *the number of* are singular.)
22. INCORRECT Change *help to helps*. (The subject is *recycling, not directories*.)
23. INCORRECT Change *have to has*. (Singular subjects joined by *either...or* are singular.)
24. INCORRECT Change *are to is*. (The subject is *proposal*; ignore the phrase *as well as the budget*.)
25. INCORRECT Change *were to was*. (*Neither* is a singular pronoun.)
26. INCORRECT Change *is to are*. (*Data* is plural.)
27. INCORRECT Change *want to wants*. (*Who* refers to *anyone*, a singular pronoun.)
28. INCORRECT Change *ran to run*. (*run, runs, running, ran, (has) run*)
29. INCORRECT Change *began to begun*. (*begin, begins, beginning, began, (has) begun*)
30. INCORRECT Change *went to gone*. (*go, goes, going, went, (has) gone*)
31. INCORRECT Change *does to do*. (Of the people who do not follow policies, he is one of them.)
32. INCORRECT *Irrregardless* is a nonstandard word. Use *regardless*.
33. INCORRECT Change *due to to because of*, meaning "as a result of."
34. INCORRECT *In regards to* is nonstandard for *in regard to*.
35. INCORRECT Change *a to an*. (Use *an* before words or letters with an initial vowel sound.)
36. CORRECT *Principal* in this usage means "major," "main," "most

37. INCORRECT Change *principle to principal* to mean "major" or "main."
38. INCORRECT *Alumni* is plural; use either *alumnus* or *alumna*.
39. INCORRECT Leave *effected* as is; *effected* as a verb means "to bring about." Change *affect to effect*, *effect* as a noun means "result," "consequence," "impact."
40. INCORRECT Change *effected to affected*, meaning "altered," "changed."
41. INCORRECT *Capital* is a building; *capital* is everything else.
42. INCORRECT Always write "the reason...is that."
43. INCORRECT "To apply. . ." is a dangling modifier. Reword: *To apply...you must submit your application. . .*
44. INCORRECT "On our website" is a misplaced modifier. Move to the beginning of the sentence.
45. INCORRECT Reword dangling modifier: sounds as if the forms are getting the signatures.
46. INCORRECT Change *good to well*, an adverb.
47. INCORRECT One feels bad, not badly, about something.
48. INCORRECT Use an adverb - *quickly*.
49. INCORRECT The comparative form of *clear* is *clearer*, not *more clear*.
50. INCORRECT Change *real to really or very*. (*Real* means "genuine.")
51. INCORRECT Use *neither* with *nor*, and *either* with *or*.
52. INCORRECT Illogical: change *year to year's* for *last year's [raise]*.
53. INCORRECT Change *loan officer to loan officer's*. (Possessive form required.)
54. INCORRECT Add a comma after *2nd*. (Place a comma after each component of a date.)
55. INCORRECT Omit the comma after *too*.
56. INCORRECT Comma after *secure* is unnecessary. (*Fast and secure* are the coordinate adjectives.)
57. INCORRECT Delete colon. (No colon after a verb or preposition.)
58. INCORRECT Change semicolon to a colon to precede the list.
59. INCORRECT Change comma preceding *however* to a semicolon to separate the two sentences properly.
60. INCORRECT Use semicolons to separate items in a series with internal commas.

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