

## Proofreading: Watch out for these confusing Words

1. **Affect and Effect**

*Affect* as a verb means “to influence.” *Effect* as a verb means “to bring about.” As a noun, *effect* means “result or consequence.”

2. **Cite and Site**

The verb *cite* means to mention or quote as an authority or example. The noun *site* means a particular place.

3. **Complement and Compliment**

*Complement* means something that completes or brings to perfection. A *compliment* is an expression of praise.

4. **Discreet and Discrete**

The adjective *discreet* means tactful or prudent self-restraint. *Discrete* means distinct or separate.

5. **Eminent and Imminent**

The adjective *eminent* means prominent or outstanding. *Imminent* means impending, about to occur.

6. **Formally and Formerly**

The adverb *formally* means in a formal way. The adverb *formerly* means at an earlier time.

7. **Jury-rig and Jerry-rig**

Both mean to create a makeshift solution to a problem out of materials that are on hand but “jerry-rig” carries with it a connotation that the solution is flimsy or poorly constructed.

8. **Mantel and Mantle**

The noun *mantel* refers to a shelf above a fireplace. The noun *mantle* refers to a cloak or (usually figuratively) to royal robes of state as a symbol of authority or responsibility.

9. **Prescribe and Proscribe**

The verb *prescribe* means to establish, direct, or lay down as a rule. The verb *proscribe* means to ban, forbid, or condemn.

10. **Principal and Principle**

*Principal* is an adjective meaning “primary” and also a noun meaning “the head or chief.” *Principle* is only a noun, meaning a fundamental truth or law.

11. **Rational and Rationale**

The adjective *rational* means having or exercising the ability to reason. The noun *rationale* refers to an explanation or basic reason.

12. **Stationary and Stationery**

The adjective *stationary* means remaining in one place. The noun *stationery* refers to writing materials. (Try associating the *er* in *stationery* with the *er* in *letter* and *paper*.)

13. **Whose and Who's**

*Whose* is the possessive form of *who*. *Who's* is the contraction of *who is*.