

# Common Grammar Mistakes

and other things to edit on your newsletter

## BOOKMARK IT

- You're vs. Your
- They're, Their and There - and It's and Its.
- I, He, She, It, They, We, and You perform(s) the action of the verb. Receiving the action of the verb is It, Her, Him, Me, Them, Us, and You.
- Microsoft may ignore all errors of a sentence if it is in all uppercase letters. Go to the "settings" tab and uncheck that option.
- "Effect" is a noun, and "affect" is a verb.
- **Mrs.** Parton is (or was, at one point) a married woman. **Ms.** Sessions is an unmarried woman. **Miss** McAllister is a young woman/girl, usually under 18.
- We do not support "eliminate project"; we support "The Eliminate Project".
- Dcon and Icon do not exist – DCON and ICON do.
- This is 2013. Watch out for templates or other resources dated "2012"
- If providing a link to a Key Club website, be sure that it leads to the Florida District page!  
(<http://www.floridakeyclub.org>)
- Commas: the difference between "Let's eat, Grandma" and "Let's eat Grandma".
- Periods, explanation points, and question marks always go *after* parentheses.
- always capitalize your sentences.
- But don't start a sentence with a conjunction.
- Don't let text go past ¼ an inch close to the edge.