

Affect / Effect

Affect (as a verb) means to change or influence something.

*Example: The hot room **affected** my concentration in the exam.*

Effect (as a noun) means the end result or outcome of something.

*Example: The room temperature had a negative **effect** on my performance.*

NB: Effect is sometimes used as a verb and means to cause or bring about.

*Example: She tried to **effect** a change in her working environment.*

Who's / Whose

Who's is the shortened form of who is.

*Example: **Who's** teaching the computing course?*

Whose can be used as a relative pronoun.

*Example: This is the child **whose** drawings are famous.*

Whose can also be used as an adjective that shows ownership.

*Example: **Whose** drawings are these?*

Practise / Practice

Practice is a noun (memory aid: *ice* is a noun*).

*Example: She is doing her piano **practice** this afternoon.*

Practise is a verb.

*Example: She needs to **practise** drug calculations before she sits her final exam.*

*NB: Similarly, *advice* is a noun (*Example: She gave him some helpful **advice**.*) and *advise* is a verb (*Example: She **advised** him to invest his money wisely.*).

Off / Of

*Example: Turn the lights **off** before you leave (NB: *off* has a soft 'f' sound).*

*Example: Take care **of** the dogs while I'm away (NB: *of* has a 'v' sound).*

The words **should've**, **could've**, **would've** are short for *should have* etc, **NOT** *should of*. The apostrophes in these words are used to show that letters have been omitted (left out).

Loose / Lose

Loose is an adjective.

*Example: The dog escaped because its collar was too **loose**.*

(NB: loose has a soft 's' sound)

Lose is a verb.

*Example: The All Blacks are unlikely to **lose** the match this Saturday.*

(NB: In lose the 's' sounds like a 'z'.)

Choice / Choose

Choice is a noun.

*Example: We had to wear a pink uniform. We had no **choice**.*

(NB: choice has a soft 's' sound.)

Choose is a verb.

*Example: We did not **choose** the colour of our uniform.*

(NB: In choose the 's' sounds like a 'z'.)

Your / You're

You're is the shortened form of you are (the apostrophe shows that the 'a' has been omitted).

*Example: **You're** going to have a lot of work to do this weekend.*

Your is a possessive adjective.

*Example: Put **your** bag in the cupboard.*

There / Their / They're

There = place or fact

Examples: Have you been **there** before?

There are many things to see and do.

Their = belonging to them

Example: **Their** names are Paul and Janet.

They're is short for **they are**.

Example: **They're** new students at Otago Polytechnic.



For a larger list of commonly confused words go [HERE](#)

Exercises Complete the following sentences. (In some cases you will need to add -s or -ed.)

1. The bad weather our skiing. (affect/effect)
2. Stress has a negative on my health. (affect/effect)
3. Her decision will a lot of people. (affect/effect)
4. that woman in the red coat? (who's/whose)
5. socks are these? (who's/whose)
6. Is he the one going to the conference? (who's/whose)
7. They are going to for the concert this evening. (practise/practice)
8. She doesn't work in a hospital; she is in private (practise/practice)
9. He needs to more if he wants to become a better skier. (practise/practice)
10. The bird fell its perch. (off/of)
11. January is the beginning (off/of) the year.
12. Jackie is an important member the management team. (off/of)
13. There was no way that she could the competition. (loose/lose)
14. The rope became and the horse galloped away. (loose/lose)
15. There will be a public outcry if our team the match tomorrow. (loose/lose)
16. It was hard to because everything on the menu looked fantastic. (choice/choose)
17. We have two we can either stay here, or move to Christchurch. (choice/choose)
18. After the interviews she had to the most suitable applicant. (choice/choose)
19. Are these floppy discs? (you're/your)
20. Remember to call friend over the next couple of days. (you're/your)
21. likely to improve if you continue to practise. (you're/your)

1. affected	8. practice	15. loses	22. there
2. effect	9. practise	16. choose	23. their
3. affect	10. off	17. choices	24. they're
4. who's	11. of	18. choose	
5. whose	12. of	19. your	
6. who's	13. lose	20. your	
7. practise	14. loose	21. you're	