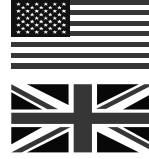


The Best Word

that or which
who or whom
myself
badly

But first ...



- A word about spelling ...

Prefer American spellings



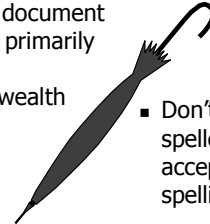
- acknowledgment
- judgment
- canceled
- traveled
- labeled



- acknowledgement
- judgement
- cancelled
- travelled
- labelled

Prefer American spellings

- ... unless you are editing a document designed primarily for a Commonwealth reader



- Don't rely on a spellchecker; they accept both spellings!

Prefer American spellings

- When adding a suffix, double the final consonant of the root word when it:
 - is multisyllabic
 - ends in a final consonant preceded by a single vowel
 - stresses the syllable before the suffix

Prefer American spellings

- | | |
|------------------------|---------------|
| ■ <u>benefit</u> + ed | ➔ benefited |
| ■ <u>prefer</u> + ed | ➔ preferred |
| ■ <u>control</u> + ing | ➔ controlling |
| ■ <u>infer</u> + ing | ➔ inferring |
| ■ <u>concur</u> + ent | ➔ concurrent |
| ■ <u>cancel</u> + ing | ➔ canceling |
| ■ <u>label</u> + ed | ➔ labeled |
| ■ <u>travel</u> + er | ➔ traveler |

Prefer American spellings

- benefit + ed → benefited

By the way ...

Benefited is one of the most misspelled words in English.

Never accept *benefitted*!



But exceptions abound ...

- programming
- cancellation
- overstepping
- formatting
- handicapping



The Best Word

- Use the best word the right way.
 - *that* or *which*
 - *who* or *whom*
 - *myself*
 - *badly*

That or which

- **That** introduces a part of the sentence that is essential to its meaning.
 - I make sure to attend only the staff meetings **that** include lunch.

That or which

- **Which** introduces a part of the sentence that is not essential to its meaning.
 - Today's staff meeting, **which** includes lunch, begins at 11 a.m.
 - Today's staff meeting begins at 11 a.m.

That or which

- The nonessential element that begins with **which** is set off by commas, dashes, or parentheses.
 - The meeting, which starts at 10:30, should not last more than an hour.
 - The meeting – which starts at 10:30 – should not last more than an hour.
 - The meeting (which starts at 10:30) should not last more than an hour.

Who or Whom?

- **Who** is nominative; it **does** the action in a sentence.
- **Who** did it?
 - **She** did it.
- **Who** was that knocking at the door?
 - **He** was knocking.
- This order form is for **whoever** wants to run to Office Depot before noon!
 - **She** wants to go.

Who or Whom?

- **Whom** is objective; it **takes** the action.
- To **whom** was it done?
 - It was done to **him**.
- **Whom** are these flowers for?
 - They are for **her**.
- Give this form to **whomever** you like!
 - Give this form to **him**!

Who or Whom?

Tip: If you can substitute **him** or **them**, use **whom**.

- To **whom** was it done?
 - It was done to **him**.
- **Whom** are these flowers for?
 - They are for **her (him)**.
- Give this form to **whomever** you like!
 - Give this form to **them**!

Selfish Considerations

- Many writers misuse **myself** because they are uncertain whether to use **I** or **me**.
- **Not:** If you have any questions, please call Thomas or **myself**.
- **But:** If you have any questions, please call Thomas or **me**.
- Please call **me**.



Selfish Considerations

- The **-self** words may be used in only two ways . . .



Selfish Considerations

- A **-self** word
 - directs the action back to the subject (the subject acts upon itself).
 - The subject **must** precede the **-self** word in the sentence.
- **I** will exclude **myself** from voting since I am nominated.
- The team **members** asked **themselves** what plan to follow.

Selfish Considerations

- A **-self** word
 - emphasizes a noun or pronoun already expressed.
 - That noun or pronoun (the subject) *must* precede the **-self** word in the sentence.
- I will put the story to bed **myself**!
- **Cynthia** signed the letter **herself**.

Feel Bad or Feel Badly?

- If you **feel badly**, your hand is numb.
 - If you **feel bad**, you are ill.
- **Tip:**
Substitute **smell** for **feel**.
- I **smell** badly.
 - I **smell** bad.

One final tip ...

- For more tips on word use, visit ww2.nsc.edu/adkerson_m.
- Click "Word Usage."