

## Mastering Meanings of Misused Words--Key

1. In business reports writers must **cite** their sources of information.  
cite: to quote; to summon  
site: location  
sight: a view; to see
2. It is **too** soon to know whether either of the **two** plans will work.  
to: a preposition; the sign of the infinitive  
too: an adverb meaning "also" or "to an excessive extent"  
two: a number
3. My manager checks sales **every day** as part of his **everyday** routine.  
every day: each single day  
everyday: ordinary
4. After the restructuring, the company **then** offered higher salaries **than** anyone expected.  
then: adverb meaning "at that time"  
than: conjunction showing comparison
5. **They're** going to put **their** backpacks over **there**.  
they're: a contraction of "they are"  
their: possessive form of *they*  
there: at that place or point
6. News of the merger immediately **affected** the stock market.  
affect: to influence  
effect: (n) outcome, result; (v) to bring about, to create
7. Elena was surprised and **grateful** when she received the award.  
grateful: appreciative  
greatful: misspelled word
8. His **principal** reason for taking the job was its location.  
principle: rule of action  
principal: (n) capital sum; school official; (adj) chief
9. The hotel **formerly** known as the Sands **formally** reopened as the Oasis.  
formerly: in the past  
formally: in a formal manner
10. If there are no **further** objections, we will **proceed** with the agenda items.  
further: additional  
farther: a greater distance  
precede: to go before  
proceed: to continue
11. We should not **imply** agreement with an Asian's head nod; it may merely mean *I hear what you are saying*.  
imply: to suggest indirectly  
infer: to reach a conclusion
12. The CEO had a **stationary** bicycle in his office.  
stationery: writing material  
stationary: immovable
13. So frightened was she that her eyes **wavered** from side to side.

waiver: abandonment of a claim  
waver: to shake or fluctuate

14. When flames began to **envelop** the building, fire fighters knew they were losing the battle.

envelop: (v) to wrap, surround, or conceal

envelope: (n) a container for a written message

15. Rick was certain he could finish the 16-week **course**.

coarse: rough texture

course: a route; a part of a meal; a unit of learning