

Key to Sound Smarter—Grammar Guru’s Greatest Guidelines

1. A recent survey noted the many **affects/effects** of the proposed changes to the organization’s health care plan.

Effects. The context requires a noun that suggests results.

2. We will consider all candidates whose applications are complete—**e.g./i.e.** include a résumé, letters of recommendation, and writing sample.

E.g. The phrase requires the meaning *example given*.

3. The problem was resolved **anyway/anyways** when the IT staff rebooted the system.

Anyway is always the correct usage.

4. The interview was **alright/all right**, but the candidate’s writing samples failed to impress the hiring committee.

All right is the only correct form of the word.

5. Telecommuting provides employees with a valuable perk, **e.g./i.e.** flexibility to choose when to complete work.

I.e. The phrase requires the meaning *in essence*.

6. No matter **who/whom** is selected, someone is bound to be disappointed.

Who. Ask the question, *Is he/him bound to be disappointed? Only he would fit; therefore, the correct pronoun is who.*

7. When Damian was told he was let go, his **affect/effect** was blank, so we were unable to gauge his reaction.

Affect. The context requires a noun meaning the manifestation of an emotion.

8. By the third interview, candidates should have a good idea whether the job is a good fit, **e.g./i.e.** whether they will seamlessly blend into the corporate culture.

I.e. The phrase requires the meaning *in essence*.

9. Employees for **who/whom** childcare is an issue prefer flextime schedules.

Whom. Ask the question, *Is child care an issue for he/him?* Him is the only fit, so the correct pronoun is whom.

10. Weak writing skills can negatively **affect/effect** careers.

Affect. The context requires a verb implying influence.

11. Workplace harassment training is important for all **who/whom** want to be considered for managerial positions.

Who. Ask the question, *Will he/him want to be considered?* The only choice is he; therefore, the pronoun must be who.

12. Many customers were **affected/effected** by the data breach.

Affected. The context requires a verb suggesting influence.