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Easy Ways to Avoid Common Spelling and Grammatical Errors

It doesn't matter who you are or what you do for a living, writing is an integral part of everything we do. Think of how many times a day you have to write an email, or a letter, or write the content for a presentation. Even a simple thank you card should be grammatically correct and free of spelling errors. There are five ways to avoid spelling and grammatical errors as follows:

Proofread Tomorrow and Find a Good Editor .

Anyone can miss a typo or make grammatical errors under a strict deadline. But even if you aren't a professional writer typing quickly to meet a deadline, a second pair of eyes on your work is essential. The reason for this is that we read our own work with a certain expectation about what we meant to write, so it's very easy to miss a word or a word that isn't spelled correctly. Always step away from whatever you are working on for at least a few hours (24 hours is ideal) so that you can see it with a fresh pair of eyes. Read it several times. Once you make your own revisions, find an editor.

However, if you are writing something important, such as a cover letter for a job, find a friend or family member who can read it for grammatical errors and help you organize your ideas.

Don't Rely on Spellcheck

Relying solely on a spelling and grammar checking program is one of the most common mistakes made by people writing at any level. The grammar check is particularly tricky, because it isn't always 100% correct. For instance, what if you spell "there" when you really meant "their," or "wood" instead of "would"? While some grammar checking programs will catch these errors, most of them are not as accurate as a human editor.

Keep a Reliable Resource on Hand .

Whether you are using an online tool, or a hard copy of a writing manual, you need to have some types of resource to help you check your grammar and spelling.

Make a List of Your Frequent Mistakes .

Keep a list of mistakes that you know you make consistently in order to refer to it in another time .

Use Easy-to-Remember Shortcuts .

One can never remember when to use "affect" or "effect." Affect is always used as a verb, as in "Your lateness affects everyone at the office." Effect is a noun, as in "There are no known adverse side effects to this drug." One easy way to remember this is to think of a word or phrase that includes the troublesome word. So that you always think of "greenhouse effect," because you can see that it is a noun. Also, most people know how to spell it because it is in the news and in print all the time. For any words or rules you have trouble remembering, find a similar way to trick your brain into remembering it forever.