

Some of Prof. Grimes' Pet Peeves

1. **Hyphenate** when you should. As in...
 - a no-cost recommendation.
 - the five-day forecast.
 - a pick-up zone.

2. Use "**that**" or "**which**" (essential/non-essential clauses) correctly and "**that**" or "**who**" ("that" for things and "who" for people).

3. **NEVER** use "**impact**" or "**impacted**" when you mean "**effect**" or "**affected**." As in...
 - The *impact* of the budget cuts is severe. NO! NO! NO! It's: The *effect* of the budget cuts is severe.
 - The budget cuts harshly *impacted* the community. NO! NO! NO! It's: The budget cuts harshly *affected* the community.
 - Use "effect" (the noun) and "affect" (the verb) correctly.

4. Don't use "**loan**" as a verb. The verb is "**lend**." As in...
 - Please lend me \$5.
 The past tense is "lent." As in...
 - Yesterday John lent me \$5.

5. Don't use "**less than**" when you mean "**fewer than**." As in...
 - This lane for 15 items or less. NO! NO! NO! It's: This lane for 15 items or **fewer**.

6. Don't use "**over**" when you mean "**more than**." As in...
 - Over 1,000 Americans drink Coke for breakfast. NO! NO! NO! It's: More than 1,000 Americans drink Coke for breakfast.

7. Don't use **plural pronouns** with **collective nouns**. As in...
 - The team is collecting their trophies. NO! It's: The team MEMBERS are collecting THEIR trophies. Or: The **team** is collecting **its** trophies.

8. Don't use "**its**" when you mean "**it's**." As in...
 - Its time to go. NO! It should be: It's time to go.
 (The apostrophe makes the contraction of IT IS. Without the apostrophe, you have the possessive.)

9. Use the **AP style abbreviations for states**, not the abbreviations for the mail.

10. Don't use "**held**" or "**hold**" unless you mean something in someone's hands. As in...
 - The meeting will be held at 8 p.m. on Monday. NO! It's: The meeting will be Monday at 8 p.m.