

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page is mostly blank, with a horizontal line near the top. The text "Good Usage for Less Abusage" is written in a large, bold, red font in the center of the page.

**Good Usage for  
Less Abusage**

# Abusage

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**Before doing these exercises,  
review the list of common word-  
choice errors in the University of  
Minnesota's style manual.**

# Abusage

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**Ready?**

**Correct the word-choice errors  
in the following sentences.**

# Abusage

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- 1. Its going to cost you big bucks if you loose or forget you're access code, as we get tired of reissuing them.**

# Abusage

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1. Its going to cost you big bucks if you loose or forget you're access code, as we get tired of reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks if you loose or forget you're access code, as we get tired of reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks if you **loose** or forget you're access code, as we get tired of reissuing them.

# Abusage

---

1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget you're  
access code, as we get tired of  
reissuing them.

# Abusage

---

1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **you're**  
access code, as we get tired of  
reissuing them.

# Abusage

---

1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **[your]**  
access code, as we get tired of  
reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **[your]**  
access code**[,]** as we get tired of  
reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **[your]**  
access code**[ ]** as we get tired of  
reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **[your]**  
access code[ ] **as** we get tired of  
reissuing them.

# Abusage

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1. **[It's]** going to cost you big bucks  
if you **[lose]** or forget **[your]**  
access code[ ] **[because]** we get  
tired of reissuing them.

# Abusage

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- 2. Since John Smith has left the department, I will take over his duties as chief financial officer.**

# Abusage

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2. Since John Smith has left the department, I will take over his duties as chief financial officer.

# Abusage

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2. Since John Smith has left the  
department . . .

Note that “since” could be  
construed as a reference to time.

# Abusage

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2. **[Because]** John Smith has left the department, I will take over his duties as chief financial officer.

# Abusage

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- 3. Irregardless of the competition, Higgins Company certainly increased their market share, unlike alot of other companys.**

# Abusage

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3. Irregardless of the competition,  
Higgins Company certainly  
increased their market share,  
unlike alot of other companys.

# Abusage

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3. **[Regardless]** of the competition,  
**Higgins Company certainly**  
**increased their market share,**  
**unlike alot of other companys.**

# Abusage

---

3. [Regardless] of the competition,  
Higgins Company certainly  
increased their market share,  
unlike alot of other companys.

# Abusage

---

3. **[Regardless]** of the competition,  
**Higgins Company [ ]**  
**increased their market share,**  
**unlike alot of other companys.**

# Abusage

---

3. [Regardless] of the competition,  
Higgins Company [ ]  
increased their market share,  
unlike alot of other companys.



# Abusage

---

3. [Regardless] of the competition,  
Higgins Company [ ]  
increased [its] market share,  
unlike alot of other companys.

# Abusage

---

3. [Regardless] of the competition,  
Higgins Company [ ]  
increased [its] market share,  
unlike [a lot] of other companys.

# Abusage

---

3. [Regardless] of the competition,  
Higgins Company [ ]  
increased [its] market share,  
unlike [a lot] of other companys.

# Abusage

---

3. [Regardless] of the competition,  
Higgins Company [ ]  
increased [its] market share,  
unlike [a lot] of other compan[ies].

# Abusage

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4. **My desk is further from the fax machine than your's.**

# Abusage

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4. My desk is further from the fax machine than your's.

# Abusage

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4. My desk is [farther] from the fax machine than your's.

# Abusage

---

4. My desk is [farther] from the fax machine than your's.

# Abusage

---

4. My desk is [farther] from the fax machine than [yours].

# Abusage

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- 5. We have less employees than we had a year ago.**

# Abusage

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5. We have less employees than  
we had a year ago.

# Abusage

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5. We have [fewer] employees than we had a year ago.

# Abusage

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- 6. I am persuaded that we must  
take action now.**

# Abusage

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6. I am persuaded that we must  
take action now.

# Abusage

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6. I am [convinced] that we must  
take action now.

# Abusage

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- 7. Miss Jenkins stated that the economy has effected their business.**

# Abusage

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**7. Miss Jenkins stated that the economy has effected their business.**

# Abusage

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7. Miss Jenkins stated that the economy has [a]ffected their business.

# Abusage

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7. Miss Jenkins stated that the economy has [a]ffected their business.

# Abusage

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## 7. [Miss Jenkins] . . .

Use the social title preferred by  
the person.

# Abusage

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## 7. [Mrs. Martha Jenkins] . . .

Use the social title preferred by  
the person.

# Abusage

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## 7. [Mrs. John Jenkins] . . .

Use the social title preferred by  
the person.

# Abusage

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## 7. [Ms. Jenkins] . . .

If you don't know her  
preference, use "Ms."

# Abusage

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8. Please ask your staff to man the phones earlier in the day.

# Abusage

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8. Please ask your staff to man  
the phones earlier in the day.

# Abusage

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8. Please ask your staff to [answer] the phones earlier in the day.

# Abusage

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9. Once plastered, you are ready to paint the walls.

# Abusage

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9. Once plastered, you are ready to paint the walls.

# Abusage

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9. Once plastered, [the walls] are ready to be painted.

# Abusage

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**10. When loaded, type “Go” to start the program.**

# Abusage

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**10. When loaded, type “Go” to start  
the program.**

# Abusage

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**10. When [the program] is**

**loaded, type “Go” to start it.**

# Abusage

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**11. Meals are prepared under**

**supervision of a dietitian**

**packaged in disposable styrofoam**

**containers.**

# Abusage

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**11. Meals are prepared under**

**supervision of a dietitian [and]**

**packaged in disposable styrofoam**

**containers.**

# Abusage

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**12. Never mind her predicament.**

**Are the meals any good?**

# Abusage

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12. Never mind her predicament.

Are the meals any good?

# Abusage

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**12. Never mind [the dietitian's]  
predicament.**

**Are the meals any good?**