

Microsoft Editor in the Federal Government Context

A Reference, Sourced from Microsoft, with Context Provided by L. Michelle Baker, PhD

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*NOTE: This document is intended to be used as a reference by federal government writers as they use Microsoft Word editor's function. Columns A-E were downloaded from Microsoft Support, "Editor's spelling, grammar, and refinement availability by language", English, Download details.(<https://support.microsoft.com/en-us/office/editor-s-spelling-grammar-and-refinement-availability-by-language-eed60e9f-6b2e-4070-b30c-42efa6cff55a> MS Word help). Column F, "Federal Gov't Context" was added by L. Michelle Baker, PhD. Where no reference is made to the GPO, the explanation provided is based on Dr. Baker's professional judgment. Dr. Baker teaches environmental scientists working in a regulatory context how to write with greater clarity. She is the author of *Writing in the Environmental Sciences: A Seven-Step Guide* (Cambridge UP, 2017).*

* n/a indicates that the usage is consistent with that outlined in the GPO or that the GPO makes no comment regarding the issue

Issue	Guidance	Explanation	Examples	Federal Gov't Context	
Academic degrees	Double-check capitalization or format of the degree.	Capitalize names of specific degrees. Degree types should be lowercase and, for some types, possessive. Doctorate is a degree type, while Doctor is used in a degree name.	Original	Suggested revision	Per GPO p. 53, college degrees are lowercased.
			She earned her Bachelor degree.	She earned her bachelor's degree.	
			She earned her doctorate of philosophy.	She earned her Doctor of Philosophy.	
Adjective used instead of adverb	An adverb works better here.	Use the adverb form (typically ending in -ly) to modify verbs, adjectives, and other adverbs.	Original	Suggested revision	n/a*
			She said, "Will you be real careful not to spill your coffee?"	She said, "Will you be really careful not to spill your coffee?"	
			No one took him serious.	No one took him seriously.	

Adverb used instead of adjective	An adjective works best to modify a noun.	Adjectives and not adverbs are used to modify nouns.	Original	Suggested revision	n/a*
			Then we need to be sure that you have the exactly requirement satisfied.	Then we need to be sure that you have the exact requirement satisfied.	
			A recently case was related to Jane.	A recent case was related to Jane.	
Agreement with noun phrases	Double-check whether the noun is singular or plural.	The words within a noun phrase should refer to a singular noun (one thing) or a plural noun (more than one thing).	Original	Suggested revision	n/a*
			She would like to buy this apples.	She would like to buy this apple.	
			We already have two sweet puppy.	Or: She would like to buy these apples.	
			We already have two sweet puppy.	We already have two sweet puppies.	
"An" "And" confusion	Did you mean "and" instead of "an" here?	Sometimes "an" is used mistakenly in place of "and."	Original	Suggested revision	n/a*
			Make sure you listen to your teacher an her.	Make sure you listen to your teacher and her.	
			The player had caught an thrown the ball.	The player had caught and thrown the ball.	
Capitalization	Double-check capitalization here.	Articles (like "the" and "an"), short prepositions (like "in" and "to"), and conjunctions (like "and" and "if") should be lowercase in titles. Capitalize the first word in a title. Commas are	Original	Suggested revision	For possible exceptions, see GPO 3.12 and 3.13.
		The months March and May	We read Of Mice And Men.	We read Of Mice and Men.	
			It is cold, But we are going.	It is cold, but we are going.	
Capitalization of March and May	Did you mean the month? Capital M.	should always be capitalized. The verbs "march" and "may" are capitalized only in certain situations, such as at the beginning of a sentence.	Original	Suggested revision	n/a*
			Camping in may can be an enjoyable experience.	Camping in May can be an enjoyable experience.	
			They have not gone on vacation since march this year.	They have not gone on vacation since March this year.	
			Original	Suggested revision	For rules governing titles of officials, please see GPO 3.36-3.39

Capitalization of personal titles	Double-check capitalization of the person's title here.	Capitalize certain family relationships and personal titles immediately before a name when used to refer directly to the person.	She and grandma Joan arrive today.	She and Grandma Joan arrive today.	
			It is a possibility highlighted by president Ricardo Lagos earlier this year.	It is a possibility highlighted by President Ricardo Lagos earlier this year.	
			Original	Suggested revision	n/a*
Comma after greetings	Hi, it's best to add a comma when you greet someone.	When starting a sentence with a greeting, insert a comma after your greeting phrase.	Dear Sir or Madam I read your letter, and I like your suggestions. Hello there are you enjoying your stay?	Dear Sir or Madam, I read your letter, and I like your suggestions. Hello there, are you enjoying your stay?	
			Original	Suggested revision	n/a*
Comma before quotations	It's best to add a comma before a quotation.	Insert a comma before quotes longer than a single word.	He responded "Will the party be tomorrow night?" The visitor said "Is this a restricted area?"	He responded, "Will the party be tomorrow night?" The visitor said, "Is this a restricted area?"	
			Original	Suggested revision	n/a*
Comma missing after introductory phrase	After an introductory word or phrase, a comma is best.	If your sentence begins with an introductory word or phrase, such as "however" or "for example," insert a comma before the independent clause.	Thanks he will try it tomorrow. When I ordered the fish it was good.	Thanks, he will try it tomorrow. When I ordered the fish, it was good.	
Comma splice	Both clauses can stand alone, so a semicolon works	To join two related but independent clauses without a coordinating	Original	Suggested revision	In scientific and technical writing, the semicolon is discouraged as its use could lead to ambiguity.

Comma splice	alone, so a semicolon works best.	conjunction such as "and" or "but," use a semicolon instead of a comma.	We do not have a discussion board, the website is not big enough for one yet.	We do not have a discussion board; the website is not big enough for one yet.	Instead, use a period and consider adding a transition, such as "because" or "therefore."
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Comma after conjunction	A comma isn't usually needed after a conjunction.	A comma after a conjunction is generally not needed unless an intervening phrase immediately follows.	Original	Suggested revision	n/a*
			Because, we need to act quickly, we will meet now.	Because we need to act quickly, we will meet now.	
			The dog loved food, and, everyone loved the dog.	The dog loved food, and everyone loved the dog.	
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Comma with conjunctive adverbs	It's best to add a comma with this type of adverb.	An adverb that joins clauses, or that introduces, interrupts, or concludes a clause, typically requires one or more commas.	Original	Suggested revision	n/a*
			They, nevertheless wished the whole ordeal would end.	They, nevertheless, wished the whole ordeal would end.	
			Make sure you do not waste your time however.	Make sure you do not waste your time, however.	
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Comma with conjunction	It's better to have no comma between these phrases.	When a dependent clause with a coordinating conjunction follows the main clause, it should not be separated by a comma.	Original	Suggested revision	However, if the conjunction separates independent clauses, a comma is required. Compare the sentences, both of which are punctuated correctly: The dog went to the park and learned how to play fetch. The dog went to the park and its owner taught it how to play fetch.
			The dog went to the park, and learned how to play fetch.	The dog went to the park and learned how to play fetch.	
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			Original	Suggested revision	n/a*

Commas around descriptive clause	Commas around a description make it clearer.	Commas should surround descriptive clauses, including relative clauses.	The building, known as the science building is the oldest on campus. The farm which was once a field is all dried out again.	The building, known as the science building, is the oldest on campus. The farm, which was once a field, is all dried out again.	
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Commonly confused phrases	Rewording here will make the meaning clearer.	Some words are commonly used in combination with each other. You may have used a different preposition, helping verb, or other word than expected.	Original	Suggested revision	n/a*
			I do not see TV. You should tell to him what you think.	I do not watch TV. You should tell him what you think.	

Commonly confused words	Some words are similar but are used differently.	Pay special attention to words that may sound or look similar and may have related meanings. They often have different parts of speech (word classes) and different spellings.	Original	Suggested revision	n/a*
			The man who's keys are in the ignition is here. They are late form time to time.	The man whose keys are in the ignition is here. They are late from time to time.	

Comparative use	Double-check the way this adjective makes a comparison.	Use "more" and "most" with adjectives that have no comparative or superlative form, but not with adjectives that do have these forms. Do not use comparative or superlative forms with "less" or "least."	Original	Suggested revision	n/a*
			Spot is the less nicer of the two dogs. She is the most smart girl in her class.	Spot is the less nice of the two dogs. She is the smartest girl in her class.	

Correlative conjunction mismatch	Words in a corresponding pair should work together.	Correlative conjunctions must occur in corresponding pairs	Original	Suggested revision	n/a*
			Food is available both in restaurants or in private homes.	Food is available both in restaurants and in private homes.	

			He will order either the spaghetti nor the lasagna.	He will order either the spaghetti or the lasagna.	
Date formatting	Double-check the punctuation in this date.	When writing dates, commas should separate day of the week from month (for example, "Monday, October 4") and day from year (for example, "October 4, 1976"), but not month from year (for example, "October 1976").	Original She went to Paris on June 4 1986. It starts in October, 2016.	Suggested revision She went to Paris on June 4, 1986. It starts in October 2016.	GPO 8.53 also requires a comma after the year in full dates. For example, She went to Paris on June 4, 1986, to visit her mother.
Embarrassing words	Is this the word you intended here?	Typos can result in a correctly spelled wrong word. Replace an embarrassing word with the right word for the context.	Original The agency specializes in pubic relations. The burger patties were anus beef.	Suggested revision The agency specializes in public relations. The burger patties were Angus beef.	n/a*
Hyphenation	These words work best when connected with a hyphen.	When modifying a noun with more than one word, use a hyphen to link the modifying words. Also hyphenate the numerals "twenty-one" through "ninety-nine."	Original Our five year old son is learning to read. There are fifty two cards in a deck.	Suggested revision Our five-year-old son is learning to read. There are fifty-two cards in a deck.	This topic can be quite complicated. See GPO Chapter 6 for a detailed explanation of the rules and Chapter 7 for a table of examples.
Incorrect auxiliary	Double-check for the right helping verb or verb form.	Ensure that the helping verb you use is correct for the form of the verb being helped. (Helping verbs	Original We are not taken them to the movies before.	Suggested revision We have not taken them to the movies before.	n/a*

		express the tense or mood of a verb.)	That is cost us too much money.	That has cost us too much money.	
Incorrect determiner	Double-check the word choice here.	The definite article “the” indicates a specific reference. The indefinite article “a” or “an” allows nonspecific reference. Certain determiners are used only before countable nouns. Others occur only before uncountable nouns.	Original He is a fastest man of all. There are much people.	Suggested revision He is the fastest man of all. There are many people.	n/a*
Incorrect negation	Double-check for the right negative word or word order.	Ensure that you have used the correct words and word order for negation.	Original That is no enough. The cat not is happy.	Suggested revision That is not enough. The cat is not happy.	n/a*
Incorrect number ending	Double-check the ending on the number.	Particular endings must follow certain numbers. Ensure that the ending is correct for the number.	Original He finished in 1rd place. Today is November 22th.	Suggested revision He finished in 1st place. Today is November 22nd.	n/a*
Incorrect preposition	Double-check for the right preposition here.	Decide correct prepositions based on surrounding grammatical context, common expressions, and customary usage.	Original The election takes place at November. Our plan focuses towards local strategies.	Suggested revision The election takes place in November. Our plan focuses on local strategies.	n/a*
Incorrect pronoun case	A pronoun's form depends on how it's used in a sentence.	The form of a personal pronoun is dictated by its function in a sentence. Use nominative form (I, he, she, we, they) for subjects; use accusative form (me, him	Original They pointed to he.	Suggested revision They pointed to him.	n/a*

accusative form (me, him, her, us, them) for objects of verbs or prepositions.

Mother and me watched TV. Mother and I watched TV.

Incorrect reflexive pronoun use	Double-check whether a reflexive pronoun is needed here.	Reflexive pronouns—words that end in “self” or “selves”—refer to a particular noun or pronoun. When there’s no noun or pronoun to refer to, use a non-reflexive form.	Original	Suggested revision	n/a*
			Yourself and the team must do what you can. Please return the form to myself.	You and the team must do what you can. Please return the form to me.	
Incorrect use of “that”	Double-check whether “that” is used correctly here.	In relative clauses beginning with a comma, “that” should never be used. A comma sets off a clause that is not essential to the sentence. Such clauses are introduced with “which” or “who” instead of “that.”	Original	Suggested revision	n/a*
			His old guitar, that was of unknown make, would be harder to sell. We brought our dog, that was fantastic.	His old guitar, which was of unknown make, would be harder to sell. <i>“Which,” if the relative clause refers to the whole experience:</i> We brought our dog, which was fantastic. <i>Or “who,” if the relative clause refers just to the noun (dog):</i> We brought our dog, who was fantastic.	
Incorrect verb form – double gerund	Double-check the use of the -ing verb here.	Combining two verbs ending with “ing” is usually incorrect. Typically, an -ing verb is followed by a past	Original	Suggested revision	n/a*
			Having misunderstanding the directions, she failed.	Having misunderstood the directions, she failed.	

participle or infinitive verb.

We will be getting seeing my family.
We will be getting to see my family.

Incorrect verb form – inflection	Double-check for the right verb form or phrase here.	The infinitive verb form should be used after the infinitive marker “to” and in constructions with certain verbs. Other constructions may require a progressive (-ing) or present form.	Original	Suggested revision	n/a*
			Thank you for letting me staying here.	Thank you for letting me stay here.	
			He suggests to take the train.	He suggests taking the train.	
Incorrect verb form after auxiliary	Double-check the verb form after the helping verb.	Use the correct verb form after a helping verb. (Helping verbs express the tense or mood of a verb.)	Original	Suggested revision	n/a*
			The candidate is tells the truth.	The candidate is telling the truth.	
			They had ate when we came.	They had eaten when we came.	
			Did she forgot it?	Did she forget it?	
			He would not travels alone.	He would not travel alone.	
Indefinite article	“A” before consonant sounds, “an” before vowel sounds.	Use “a” before a word beginning with a consonant sound. Use “an” before a word beginning with a vowel sound.	Original	Suggested revision	Refer to GPO 5.16 for the treatment of “h” and “u” letters and sounds.
			This is an problem.	This is a problem.	
			An tear slowly ran down her face.	A tear slowly ran down her face.	
Indirect questions	Double-check the use of the helping verb here.	When writing an indirect (as opposed to a direct) question, the helping verb should not precede the subject. (Helping verbs express the tense or mood of a verb.)	Original	Suggested revision	n/a*
			They wonder how could have the architect created it.	They wonder how the architect could have created it.	
			He asked what time could it start raining.	He asked what time it could start raining.	
Misheard phrases	Careful of phrases that sound like something else	Some idioms and other phrases are commonly misunderstood as a different	Original	Suggested revision	n/a*
			The patient had old-timer's disease.	The patient had Alzheimer's disease.	

	sound like something else.	misunderstood as a different phrase.	The monster reeled its ugly head.	The monster reared its ugly head.	
Missing auxiliary	A helping verb or main “be” verb may be needed here.	Many verbs require pairing with a helping verb (like “be,” “have,” or “do”) or a modal (such as “can,” or “may”). Some sentences require a main “be” verb.	Original	Suggested revision	n/a*
			It is the best course I taken yet.	It is the best course I have taken yet.	
Missing comma	A comma between clauses is better here.	When an independent clause is followed by a coordinating conjunction and another independent clause, insert a comma before the coordinating conjunction.	Original	Suggested revision	n/a*
			The goats ate the grass but the herder had nothing to eat.	The goats ate the grass, but the herder had nothing to eat	
Modal confusion	Double-check the form or use of the helping verb here.	Ensure that the tense of the modal helping verb is correct. Modal helping verbs express likelihood, ability, permission, or obligation without use of another helping verb, and most do not require the infinitive marker “to.”	Original	Suggested revision	n/a*
			We will shovel if it had snowed.	We would shovel if it had snowed.	
	One of these verbs is all	Certain sets of modal	Original	Suggested revision	n/a*
			Please explain what should can happen	Please explain what should happen. Or:	

Multiple modals	One of these verbs is all that's needed here.	helping verbs cannot be used together.	can happen. They would might never know.	Please explain what can happen. They would never know. Or: They might never know.
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			Original	Suggested revision	n/a*
Noun number	Check whether the noun should be singular or plural.	Nouns should have correct number based on surrounding grammatical context, common expressions, and customary usage.	Older car consume too much gas. It is never wise to waste times.	Older cars consume too much gas. It is never wise to waste time.	

			Original	Suggested revision	n/a*
Participle or adjective form	Double-check for the right verb or adjective form.	Most verb-derived adjectives end in -ed, -d, -en, -n, or -ing (participial form), and some have a unique derived form. Passive verbs end in -ed, -d, -en, or -n.	An increase number of people call. He is depend on her.	An increased number of people call. He is dependent on her.	

			Original	Suggested revision	n/a*
Possessives and plural forms	Double-check whether a possessive is needed here.	Possessive nouns must have an apostrophe while possessive pronouns must not have one. For example, "its" is possessive, while "it's" is a contraction of "it is."	The average mouse can stray 25 feet from it's nest. He hopes your believe him.	The average mouse can stray 25 feet from its nest. He hopes you believe him.	

Punctuation	Double-check whether a comma is needed here.	Commas are used between certain clauses, with some phrases, and with direct address. A comma is usually not needed after a coordinating conjunction.	<p>Original</p> <p>If I am tired I will sleep.</p> <p>Thanks Mom for the gift.</p>	<p>Suggested revision</p> <p>If I am tired, I will sleep.</p> <p>Thanks, Mom, for the gift.</p>	In general, this rule is in accordance with those laid out in the GPO. For a fuller treatment of commas, see GPO 8.38 - 8.63.
Question mark missing	Try adding a question mark to make this a question.	Place a question mark at the end of any sentence that asks a question (interrogative sentence).	<p>Original</p> <p>Who is the woman in the black coat.</p>	<p>Suggested revision</p> <p>Who is the woman in the black coat?</p>	n/a*
Redundant colon	Double-check whether a colon is needed here.	Colons should only be used at the end of a complete sentence. Removing unnecessary colons will help improve readability.	<p>Original</p> <p>She is: kind, smart, and helpful.</p> <p>Mom told you we: went to the mall yesterday and got ice cream.</p>	<p>Suggested revision</p> <p>She is kind, smart, and helpful.</p> <p>Mom told you we went to the mall yesterday and got ice cream.</p>	n/a*
Redundant comma before complement clause	A comma doesn't usually separate a verb from its clause.	Typically, a comma should not separate a verb from the clause it introduces.	<p>Original</p> <p>Her mother said, that Annabelle and Alex were moving into an apartment together.</p> <p>Her teacher decided, whether I should consult a doctor.</p>	<p>Suggested revision</p> <p>Her mother said that Annabelle and Alex were moving into an apartment together.</p> <p>Her teacher decided whether I should consult a doctor.</p>	n/a*
Redundant comma before object	A comma doesn't usually separate a verb from its object.	With few exceptions, a comma should never separate a verb from its object.	<p>Original</p> <p>The list included, the book.</p> <p>The problem is, his unpredictable schedule.</p>	<p>Suggested revision</p> <p>The list included the book.</p> <p>The problem is his unpredictable schedule.</p>	n/a*
Redundant comma following subject	Removing the comma makes this sentence clearer	With few exceptions, a comma should never separate a verb from its	<p>Original</p> <p>His neighbor John, is a lawyer.</p>	<p>Suggested revision</p> <p>His neighbor John is a lawyer.</p>	n/a*

Following subject	This sentence unclear.	Separate a verb from its subject.	Max, was part of a panel discussion.	Max was part of a panel discussion.	
Redundant question mark	A period would work better here.	A question mark in a declarative sentence may indicate uncertainty and should be replaced with a period to express an assertion.	Original She made sure to finish her test on time? He will take out the trash?	Suggested revision She made sure to finish her test on time. He will take out the trash.	n/a*
Repeated auxiliary	One helping verb or phrase is all that's needed.	A helping verb should not be used both before and after an adverb. Also, a sequence of helping-verb-with-verb or helping-verb-with-adverb should not be repeated. (Helping verbs express the tense or mood of a verb.)	Original You should also should keep track of time. The power adapter will be will be hot.	Suggested revision You should also keep track of time. The power adapter will be hot.	n/a*
Semicolon use	A semicolon isn't usually used in this situation.	Semicolons serve to join two independent clauses without a coordinating conjunction or to separate items in a complex list.	Original Prizes include; cash, cars, and boats. He wanted to swim; however; it was cold.	Suggested revision Prizes include cash, cars, and boats. He wanted to swim; however, it was cold.	n/a*
Spacing	A space should follow most punctuation.	Use at least one space after most punctuation. Do not insert a space after an opening parenthesis or an opening bracket.	Original Take these charts,reports, and memos. He did not get a grade;he plagiarized the paper.	Suggested revision Take these charts, reports, and memos. He did not get a grade; he plagiarized the paper.	In general, this rule is in accordance with those laid out in the GPO. For spacing between sentences, see GPO 2.49.

A space usually comes before this type of punctuation.	Although most punctuation is placed directly after the preceding word, a space is placed before an opening parenthesis or an opening bracket.	Original	Suggested revision	n/a*
		The memo said the picnic(employees only) would be this afternoon.	The memo said the picnic (employees only) would be this afternoon.	
Double-check placement of the punctuation here.	Place most punctuation directly after the preceding word.	Original	Suggested revision	n/a*
		Everybody wants parking, better food ,and flexible hours. The picnic (employees only)was fun.	Everybody wants parking, better food, and flexible hours. The picnic (employees only) was fun.	
It's better to have no space after this punctuation.	Although most punctuation is followed by a space, there is no space after an opening parenthesis or an opening bracket.	Original	Suggested revision	n/a*
		He did not get a good grade on his (mostly plagiarized) paper.	He did not get a good grade on his (mostly plagiarized) paper.	
It's better to have no space before this punctuation.	Place most punctuation directly after the preceding word. Commas, periods, and other punctuation should not be preceded by a space.	Original	Suggested revision	n/a*
		You know , I still have not seen the photos. The wedding (family only) will be simple.	You know, I still have not seen the photos. The wedding (family only) will be simple.	
Only one space between words is better.	Usually, words in a sentence should have only one space between them.	Original	Suggested revision	
		The line was extra long. She laughed quietly at the little joke.	The line was extra long. She laughed quietly at the little joke	

			Original	Suggested revision	
Subject-verb agreement	Double-check that you're sticking to singular or plural.	The subject and verb should agree in number. They should both be singular (one), or they should both be plural (more than one).	The teacher want to see him. Their apologies was sincere.	The teacher wants to see him. Their apologies were sincere.	This topic can be quite complicated, but the GPO does not address matters of grammar. I suggest checking the Online Writing Lab at Purdue, which has an excellent article on this topic. https://owl.purdue.edu/owl/general_writing/grammar/subject_verb_agreement.html
Too many determiners	Using only one of these words is better here.	Certain determiners, such as articles (like "a" and "the"), possessive pronouns (like "my" and "our"), and demonstratives (like "this" and "those"), may not be combined.	Original She gave you a the carrot. Have you seen their these pictures yet?	Suggested revision She gave you the carrot. Have you seen these pictures yet?	n/a*
Unnecessary determiner	Double-check whether all words are needed here.	Determiners are words like "a," "this," "my," and "many" that precede some nouns and noun phrases. They cannot modify certain nouns or any other class of word or phrase.	Original He is president of the France. We liked the what you presented.	Suggested revision He is president of France. We liked what you presented.	Review your work carefully as this is an area where software is likely to make an error.

Unnecessary hyphen	Double-check whether a hyphen is needed here.	Hyphens are needed to combine elements only in certain contexts. For example, hyphens are not used when an adverb modifies an adjective or in common noun phrases.	Original	Suggested revision	This topic can be quite complicated. See GPO Chapter 6 for a detailed explanation of the rules and Chapter 7 for a table of examples.
			It was a strongly-held belief.	It was a strongly held belief.	
			The market for real-estate is strong.	The market for real estate is strong.	
Use of plain verb form	Double-check the form of the verb here.	A plain verb form generally cannot follow prepositions, adjectives, or main verbs. After most prepositions and adjectives, add -ing to the verb. Following a main verb, use “to” and the verb, or add -ing.	Original	Suggested revision	n/a*
			We would like invite you.	We would like to invite you.	
			Thank you for help me.	Thank you for helping me.	
Use of the word “lack”	When “lack” is a verb, “of” isn’t needed.	The use of “lack” as a noun is usually followed by the preposition “of” (for example, “a lack of sleep”). As a verb, “lack” should not be followed by any preposition.	Original	Suggested revision	n/a*
			The country was lacking of qualified medical staff.	The country was lacking qualified medical staff.	
Use of “will” and “would”	Double-check whether a helping verb is needed here.	When referring to an imagined or desired situation, use a verb in the subjunctive mood. The helping verbs “will” and “would” are not used.	Original	Suggested revision	n/a*
			He asks that you will join him.	He asks that you join him.	

		"would" do not go with subjunctive verbs.	She had to go home lest her family would worry about her.	She had to go home lest her family worry about her.	
Verb use	"Have," not "of," is used with this type of verb.	Use "have" rather than "of" in constructions with modal helping verbs like "could," "can't," "may," and "will."	Original He could of known that.	Suggested revision He could have known that.	n/a*
"Which" "Who" confusion	"Who" for people and some animals, otherwise "which."	Use "who" with nouns that refer to humans and some animals. Use "which" for nouns that refer to other animals and inanimate objects.	Original We need assurance that the hikers, which disappeared on Friday, are safe. This is the surgeon which will take your vitals today.	Suggested revision We need assurance that the hikers, who disappeared on Friday, are safe. This is the surgeon who will take your vitals today.	n/a*
"Who" "Whom" confusion	"Who" for a subject, "whom" with verbs or prepositions.	Use "who" or "whoever" for the subject of a clause. For the object of a verb or preposition, use "whom" or "whomever."	Original He knows that whomever goes will love it. To who did you speak?	Suggested revision He knows that whoever goes will love it. To whom did you speak?	n/a*
Word split	These words work better combined into one word.	Prefixes, suffixes, combining forms, and some compounds should not be separated.	Original That is bio degradable. The book store is open.	Suggested revision That is biodegradable. The bookstore is open.	Such compounds may be in a state of flux as the English language evolves. Check the table in GPO Chapter 7.