

Succeed-in-America Guide to Most Commonly Mispronounced, Misspelled and Confused Words in Business English

A

accede/exceed: *to accede* – to agree; *to exceed* – to surpass

accept/except: *to accept* – to receive (v); *except* – excluding (prep)

affect/effect: *affect* – to influence (v); *effect* – to bring about (v), result (n)

aid/aide: *aid* – help; *aide* – staff member

all ready/already: *all ready* – everybody is prepared; *already* – previously

allusion/illusion/delusion: *allusion* – reference to; *illusion* – false image; *delusion* – false belief

alteration/altercation *alteration* – change, modification; *altercation* – argument, quarrel

among/between: *among* – more than two involved; *between* – two involved (exception – treaties are made *between* countries even if more than one country is involved)

ascent/assent: *ascent* – rise; *assent* – consent

assure/ensure/insure: *assure* – to convince, remove anxiety or doubt; *ensure* – make certain, make sure; *insure* – to cover with insurance, to protect against risk

ant/aunt: *ant* – a small insect; *aunt* – uncle's wife or a parent's sister

B

bare/bear/beer: *bare* – exposed, naked; *bear* – animal; *beer* – an alcoholic drink

bland/blunt: *bland* – tasteless, plain; *blunt* – direct, brusque

C

cancel/counsel/council: *cancel* – to invalidate or erase; *council* – group, committee; *counsel* – advice (n), to advise (v)

capital/capitol: *capital* – 1. a city that is the seat of the government for a country or state, 2. an amount of money or property; *capitol* – is the building where the US congress meets

climactic/climatic: *climactic* – pertaining to a climax; *climatic* – pertaining to climate

coach/couch: *coach* – a private tutor who instructs ot trains, e.g., *a communication coach*; *couch* – an article of furniture for sitting or reclining

colleague/college: *colleague* – co-worker; *college* – institution of higher learning

comfortable/ convenient: *comfortable* – easy, cozy, restful; *convenient* – suitable, handy, well-situated

complement/compliment: *complement* – add, complete; *compliment* – praise

confirm/conform: *confirm* – authenticate, prove, back up; *conform* – match up, agree with, correspond

continual/continuing/continuous: *continual* – repeated; *continuing* – lifelong, long lasting; *continuous* – uninterrupted

D

decease/disease: *decease* – death; *disease* – illness, sickness

disinterested/uninterested: *disinterested* – impartial; *uninterested* – apathetic

E

elicit/illicit: *elicit* – to draw out; *illicit* – illegal

empathize/emphasize: *empathize* – sympathize, feel the same; *emphasize* – highlight

emigrate/immigrate: *emigrate* – from a country; *immigrate* – to a country

except/expect: *except* – excluding; *expect* – anticipate, assume

F

fewer/less: *fewer* – smaller number, smaller quantity; *less* – a smaller amount

flaunt/flout: *flaunt* – to show off; *flout* – to defy, disobey

flatter/flutter: *flatter* – praise, compliment; *flutter* – tremble, flap, quiver

farther/further: *farther* – physical distance; *further* – figurative distance

hard/hardly: *hard* – firm, tough, solid; *hardly* – barely, almost not

H

heal/heel: *heal* – cure; *heel* – back of foot, back of shoe

hear/here: *hear* – perceive sound; *here* – at this point, at this juncture

I

intern/internist: *intern* – a trainee, a junior doctor; *internist* – a doctor specializing in diseases affecting internal organs

in/inn: *in* – preposition of direction; *inn* – a small hotel

it's/its: *it's* – contraction for it is; *its* – possessive pronoun

K

knew/new: *knew* – past form for know; *new* – antonym for *old*

L

lay/lie: *lay* – to put in a flat position (*she lay her dress on the bed*); 1. *lie* – to move to get in a flat position (*lie down on a bed*), [lies, lay, lain, lying], 2. deliberately to say something that is not true [lies, lied, lying]

liqueur/liquor: *liqueur* - flavored drink obtained by adding flavors to a basic spirit; *liquor* – alcoholic drink, spirit

listen/hear: *listen*- pay attention to what you are hearing; *hear* – perceive sound, have a sense of hearing

loose/lose: *loose* – unattached; *lose* – to suffer loss

M

minute/minute: *minute* - ['minit]moment, time span equal to 60 sec; *minute* - [mai'nyut] miniature, tiny, extremely small

N

night/night: *night* – the period between sunset and sunrise; *knight* – a medieval soldier

O

one/won: *one* – a number; *won* – past tense and past participle of win

P

peer/pier: *peer* – 1. colleague, cohort – 2. gaze, stare, look closely; *pier* – dock, landing place

perceive/persist: *perceive* – recognize, identify; *persist* – persevere, carry on, continue

perquisite/prerequisite: *perquisite* – a perk, something extra, privilege; *prerequisite* – requirement

precede/proceed: *precede* – to go before; *proceed* – to begin to continue

presently/at present: *presently* – soon; *at present* – now

principal/principle: *principal* – chief; *principle* – rule

R

raise/rise: *raise* – lift, elevate (to do action to another object or person); *rise* – increase, go up (by itself)

rational/rationale: *rational* – balanced, sane, normal; *rationale* – reasoning, justification

regardless/irregardless: *regardless* – in spite of; *irregardless* – in spite of, regardless (is not used in standard language)

regretful/regrettable: *regretful* – sorry, apologetic, remorseful; *regrettable* – undesirable, unfortunate, disappointing

related/relative: *related* – connected, associated, linked; *relative* – comparative

reinstate/restate: *reinstate* – restore, give back, reinstate; *restate* – repeat, reaffirm, say again

require/request: *require* – need, call for; *request* – demand, ask for

rotate/revolve: *rotate* – move around its own axis; *revolve* – to move around another object

S

say/tell: *say* – speak, state, articulate; *tell* – inform, instruct, advise

sedative/sedentary/seductive: *sedative* – narcotic, tranquilizer; *sedentary* – inactive, deskbound, sitting; *seductive* -

sergeant/surgeon *sergeant* – military rank; *surgeon* – medical doctor

shovel/shuffle: *shovel* – spade; *shuffle* – drag or scuff your feet

sight/site: *sight* – something seen; *site* – place

stationary/stationery: *stationary* – fixed; *stationery* – writing supplies

stake/steak: *stake* – risk, venture, bet; *steak* – a piece of meat or fish

T

tail/tale: *tail* – rear part of something; *tale* – a story

their/there/they're: *their* – possessive pronoun; *there* – adverb, showing location;

they're – contraction of *they are*

to/too/: *to* – 1. a preposition indicating direction, 2. used to form infinitive; *too* – 1. more than enough, 2. also, 3. a number

V

vacation/vocation: *vacation* – holiday; *vocation* – profession, occupation

W

Waist/waste: *waist* – body area between ribs and hips; *waste* – garbage, refuse

walk/work: *walk* – move, stroll; *work* – job, labor

weak/week – *weak* – not strong or fit; *week* – seven-day period

who's/whose: *who's* – contraction of *who is*; *whose* – possessive of *who*

For more information and resources, visit
www.SucceedinAmerica.com

Programs for foreign-born professionals and
immigrant workers:
[Package Your Brilliance™](http://www.SucceedinAmerica.com)

Succeed in America books and programs are designed by Dr. Nara Venditti, a nationally recognized educator, author and coach who brings first hand experience to help foreign-born and multicultural professionals equip themselves with tools to master powerful communication skills and overcome communication challenges to succeed in the American workplace.

Our two recent books Ameri\$peak and How to.. are jam-packed with tips, strategies and techniques that will empower participants with information and skills to become skillful communicators and enable them to find employment and facilitate advancement in their careers.

“The best aspect about the program was that Nara had experience in dealing with international professionals and she understands the key issues in English communication for foreign-born people.”

- Dr. Nikhil Jalani, native of India, Scientist

Succeed in America programs and books are especially useful to:

- Multicultural job seekers and employees in the global workforce
- International students looking to get employed in the US
- Spouses and partners of relocating executives
- H1B and L Visa holders
- Those who need foreign accent modification and reduction
- Multicultural employees who need public speaking skills

Succeed in America programs and services include REMOTE and IN-PERSON coaching, courses and group sessions, books and educational resources in areas of American Business English, Cross-Cultural Aspects in the Workplace, and foreign-born and multicultural employee development.