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Little Words Are Important to Spell and Use Correctly

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As a principal of the Discovery Conference Centre, a business that rents meeting rooms to businesspeople, and Kramm Court Reporting and Legal Video, I am surprised by how often I receive emails, read blog posts and articles, written by business professionals, and the writings have basic spelling mistakes.   Legal staff, paralegals and legal secretaries, will send me emails with the incorrect usage of "**too"** and "**to"** and "**it's"** and "**its"** and "**you're"** and "**your**."

When I point out these types of mistakes, as a courtesy, in my mind, I receive either no response or a reply, "Thanks, but I was writing the email really fast and wasn't paying attention to spelling."

I suggest that people must know the following and never make a mistake with basic words, even when writing a quick email or posting their blog:

1. **too** versus **to**: If you can insert "**as well as**" instead of "**too**," it is **too**.

2. **its** versus **it's**: If you can insert "**it is**" it is always **it's (no exceptions).**

3. **you** versus **you're**:   If you can insert "**you are**," it is always **you're**.

4. **their** versus **there**: If it is possessive, it is always **their**.

These eight words are important and are used all of the time in writings. If I see the words misspelled or used incorrectly, I wonder about the person and: (a) their ability to learn; (b) if they care about their reputation, work product; (c) if they got out of high school.

I truly want what is best for everyone, and I believe being conscious about what you write and the grammar is incredibly important – particularly in this era of emails and online posts.

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Rosalie A. Kramm, CRR °President CSR #5469 mailto:Rosalie@kramm.com 2224 Third Avenue, San Diego, CA 92101 t.800-939-0080 f.619-239-0206 www.kramm.com
http://www.discoveryconferencecentre.com