

Title:
Email Spelling Quiz

Word Count:
743

Summary:
How good are your spelling skills? Please don't say, ^It doesn't matter. I have spell checker

Keywords:
email, commmunication, business, marketing, customer service

Article Body:
How good are your spelling skills? Please don't say, ^It doesn't matter. I have spell checker

Spell checker is a great tool. But, since you can't rely on it completely, let's find out how

Spelling Quiz

Directions: In each statement, select the correctly spelled word from the choices given within

1. The attorney filed a tax [lean, lien].
2. The little boy tracked [allot, a lot, alot] of mud onto his mother's new white carpet.
3. He was [already, all ready] in trouble for putting a green frog in his little sister's
4. The driver was going 95 miles per hour when he [passed, past] the police officer.
5. The server glared at the man as he made his fifth trip to the [dessert, desert] table.
6. She found a parking spot on her [forth, fourth] time around the block.
7. Please use the blue corporate [stationary, stationery].
8. The [cite, sight, site] of the world's biggest ball of string is a great place to take
9. That tie you bought is a wonderful [complement, compliment] to your dark blue suit.
10. His wife's opinion will [effect, affect] his choice.

Solutions

1. Lien is correct.

It is a legal claim on property for payment of debt.

Lean is incorrect.

A loan shark may lean on you for not paying a debt, or you could lean your ladder against a wall.
As a noun, ^lean~ refers to meat that is low in fat ' as in a skinny cow.

2. A lot is correct.

It refers to an amount or quantity.

There is no such word as alot.

Allot means to distribute or assign, ^I will allot \$50 in the budget for new boxes.~

3. Already is correct.

It means ^previously.~

All ready means completely ready. ^She is all ready to go.~

4. Passed is correct.

It is the past tense of pass.

Past means something is over or no longer current.

5. Dessert is correct.

If you add an ^s~ and read it backward, it spells ^stressed.~

As everyone knows, desserts can cure any stressful situation.

As a verb, desert means to leave without permission, or to abandon.

As a noun, the word desert is pronounced differently.

The noun ^desert~ is a hot, dry place that is not well known for its sweet stuff, although you

6. Fourth is correct.

Simply use the number four and add ^th.~

Forth means going forward.

7. Stationery is correct.

Remember that the word ^stationery~ has the letters ^er~ in it, the same as the words ^paper~

Stationary means not moving or fixed, as in a stationary bike.

8. Site is correct.

Site is a noun.

Site refers to the place where something is, or will be, located.

Cite is a verb meaning to quote or to mention.

Sight is the ability to see.

9. Complement is correct.

Think of the ^e~ because the words in the definition also contain ^e's~ -- that which completes

To use compliment, think of the ^i~ in the word, to say, ^I want to give you praise.~

10. Affect is correct.

This one is easy, once you remember that ^affect~ is always used as a verb meaning to influence

Usually, ^effect~ is a noun.

If it is used as a verb, the word effect means to bring about, as in ^to effect a change.~

Score:

10 = You're perfect. (But, you knew that already.) Keep emailing!

7 - 9 = You're okay. Be a little more cautious, though. You could learn a few tips from my book

4 - 6 = You could use some help. Try my book, Email Etiquette Made Easy (see link in resources)

Less than 4 = Ugh! Call me now! We'll schedule your intense therapy immediately.

Spelling Results

How did you (do, dew)? Don't feel (too, to, two) overwhelmed if (you, ewe) didn't do (very, w

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