

EIGHT COMMONLY CONFUSED WORDS by Ms. Marlene Legasi-Munar

Kailan ginagamit ang affect? Kailan naman ginagamit ang effect? When do you say can I? When do you say may I? Pag-uusapan natin ngayon dito sa Protips, eight commonly confused words. Hango sa aklat na Smart Moves nila Sam Deep at Lyle Susman. Let me share with you eight of the commonly confused words that we use in the workplace.

1. **Affect or Effect.** As a verb, effect means to bring about or to accomplish while affect means to influence. The manager sought to affect her employees positively by effecting a new promotion policy.
2. **Allude or Elude.** You allude to the document where a fact may be found. You elude a question that you cannot answer. To allude to a document means to refer to a document. To elude a question means to ignore or escape a question that you cannot answer.
3. **Can or May.** Can refers to ability. May refers to permission. Kaya, kapag sinabi natin sa teacher, “Teacher, can I go out?” Talaga namang you have the ability to go out. If you want permission, you say, “Ma’am may I go out?” I can run a meeting shows your capability of presiding over a meeting. May I lead your meeting is asking for permission.
4. **Comprise or Constitute.** Marami rin ang nalilito sa dalawang salitang iyan. A team comprises the people who work on it. But people do not comprise a team, they constitute the team.
5. **Disinterested or Uninterested.** Disinterested means impartial as in the mediator was called in as a disinterested third party. Ang ibig sabihin naman ng uninterested not interested gaya ng - That candidate was uninterested in our job offer.
6. **Farther and Further.** Farther is more appropriate as a distance word. As in, we walked farther than we usually do. Further works best as a term of time or quantity as in - we pursue the topic further than anyone had previously.
7. **Finalize or Complete.** Do not fall into the common trap of coining verbs by tacking “ize” on two words. Business riders and speakers are especially guilty of such errors as finalize, customize and prioritize. The more appropriate word to use is complete if you have completed a project or a task.
8. **Good or Well.** In reporting conditions such as health or performance, write I am feeling well or she performed well. In such situations never substitute the adjective good for the adverb well. When describing attitude it is proper to say I feel good today.

Be a blessing in the workplace today.