Welcome to VU instible ITe
Maximizing Personal Impact
My life is a constant battle between wanting to correct grammar and wanting to have friends.

FB/ RAMBLINMA
When you transport something by car, it’s called a **Shipment**, but when you transport something by ship it’s called a **Cargo**.
English is the only language where you **drive in parkways and park in driveways.**
Why do **Fat Chance** and **Slim Chance** mean the same thing?
Jail and Prison are synonyms but Jailer and Prisoner are antonyms.
Raise Your Written Communication Game

- Respond in a timely manner
- Craft your message in an organized way
- Use spell check and grammar check
- Write out acronyms the first time used
- Place one space after a period
- Read your communication out loud
Top 6 Writing Suggestions

1. Be aware of subject/verb agreement
2. Avoid repeating a word too many times
3. Focus on using the active voice
4. Know contractions
5. Guarantee correct use of apostrophes
6. Place commas correctly
1. Be aware of subject/verb agreement

**Singular**

The technician is fixing the computer.

**Plural**

The technicians are fixing the computer.
1. Be aware of subject/verb agreement

ITS A FACT
TACOS IS
BRAIN FOOD
1. Be aware of subject/verb agreement

The Tricky Part:
1. Be aware of subject/verb agreement

The staff is enjoying the training session.
2. Avoid repeating a word too many times

"Insanity: Doing the same thing over and over again and expecting different results."
2. Avoid repeating a word too many times

Dear VUIT Staff Members:

We want to thank you for your attendance and participation all the VUinspectiTe sessions so far. It is now time to register for the third of four instibite sessions. This session is titled “Effective Written Communication” and will be co-facilitated by Associate Director of Communications Julie Walker and Sr. IT Consultant Kelsey Anito.

In addition to providing professional development opportunities, these mandatory “Institute Bites” will provide an opportunity for interaction with peers, a deep dive into interesting and informative topics, and an opportunity to hear from VUIT leaders.

There are four sessions of VUinspectiTe C: Effective Written Communication, and you will need to register for one of the four sessions using this link. Each session can hold 70 people and are on a first-come, first-served basis. Upon confirmed registration, please add the session information to your Outlook calendar. A formal Outlook calendar invitation, including the Zoom link, will be sent to all registered attendees no later than three days prior to the session.

Please contact me if you have any questions.

Sincerely,
Kelsey
3. Focus on using the active voice

Active

I’m Lovin’ It

Passive

it’s being loved
3. Focus on using the active voice

**Active**

Just Do It.

**Passive**

Make sure it gets done.
3. Focus on using the active voice

Let’s Practice:

1. Harry ate six shrimp at dinner.
2. At dinner, six shrimp were eaten by Harry.

1. My coffee was spilled on my computer and it broke.
2. I spilled coffee on my computer and it broke.
3. Focus on using the active voice
4. Know contractions
4. Know contractions

- Your pizza: You own it.
- This is your pizza.

- You’re pizza: You’re = You Are
- You’re actually pizza.
4. Know contractions

Your dinner v. you're dinner: one leaves you nourished, the other leaves you dead. Correct grammar: it saves lives.
4. Know contractions

their, there, they're

Their is a pronoun used to show possession

What color is their car?

There is an adverb meaning ‘that location’

The exit is over there.

They’re is a contraction of ‘they are’

They’re reading a book.
4. Know contractions

their
there
they’re

LEARN THE DIFFERENCE

The zombies are over there.
Their limbs are falling off.
They’re going to eat us.
4. Know contractions

So Fun, They Won't Even Know Their Learning FAIL

creative kids software

LEARN THE DIFFERENCE
There are over there.
Their limbs are falling off.
They're going to eat us.
4. Know contractions

**Zoom Poll**

There are three people in the office right now.

Why don’t you ask them what their plans are for tonight?

They’re in over their heads.
4. Know contractions

Would’ve = Would Have

Could’ve = Could Have

Should’ve = Should Have

Wrong: Would of, Could of, Should of
5. Guarantee correct use of apostrophes

Apostrophes **do not** make something plural
5. Guarantee correct use of apostrophes
5. Guarantee correct use of apostrophes

Apostrophes **do not** make something plural

Apostrophes **do** show possession

Apostrophes **do** form contractions
5. Guarantee correct use of apostrophes

Apostrophes **do not** make something plural

Apostrophes **do** show possession

Apostrophes **do** form contractions

**Remember:**

*To make something plural, just add an s*
5. Guarantee correct use of apostrophes

Let’s Practice:

1. Congratulations to the Walker’s!
2. Congratulations to the Walkers!

1. Sunday’s are for movies and wine.
2. Sundays are for movies and wine.
6. Place commas correctly

**Standard Comma:**

Let's eat, Timmy.  
Correct at the dinner table
Let's eat Timmy.  
Correct on a raft in the ocean

**Oxford Comma:**

- I love my parents, Lady Gaga and Humpty Dumpty.
- I love my parents, Lady Gaga, and Humpty Dumpty.
6. Place commas correctly

- **STANDARD COMMA**
  
  You know Bob, Sue and Greg? They came to my house.

- **OXFORD COMMA**
  
  You know Bob, Sue, and Greg? They came to my house.

- **WALKEN COMMA**
  
  You know, Bob, Sue, and Greg, they came, to my house?
6. Place commas correctly

Jane enjoys cooking her family and her dog.

Use a comma, save a life.

We're going to learn to cut and paste kids!

Commas matter.
6. Place commas correctly

With the Oxford Comma:
We invited the rhinoceri, Washington, and Lincoln.

Without the Oxford Comma:
We invited the rhinoceri, Washington and Lincoln.
Frequently Confused Words

You keep using that word

I do not think it means what you think it means.
Frequently Confused Words

A part vs Apart

“I am so happy to be apart of this team”
“I am so happy to be a part of this team.”

“We’ve been a world apart.”
“We’ve been a world apart”
Frequently Confused Words

A part vs Apart
What’s the trick?
Add the word ‘BIG’
Frequently Confused Words

A part vs Apart

“I am so happy to be apart of this team.”

“I am so happy to be a part of this team.”

“I am so happy to be a BIG part of this team.”

“We’ve been a world a part.”

“We’ve been a world apart”

“We’ve been a world BIG part.”
Frequently Confused Words

Zoom Poll

After two years in Nashville, I finally feel like a part of the community.

John and Rich don’t like to be apart for more than a few hours.
Frequently Confused Words

Two = 2
There are two of us for dinner.

Too = also or excessively
It is too hot outside.

To = everything else
I am traveling to see my family.
Frequently Confused Words

to??too??two?? hmm.

Every time someone types "to funny," I immediately picture them, fist in the air, going on a quest to find funny.
Ironic is the expression of one's meaning by using language that normally signifies the opposite, typically for humorous or emphatic effect.

Isn’t it Ironic?
Frequently Confused Words

Zoom Poll

Which of the following statements IS ironic?

A  Washing your car on Saturday morning and having it rain that afternoon.

B  Having a genius – level IQ and losing on Jeopardy because you can’t operate the buzzer.
Frequently Confused Words

Fiscal

Physical
Frequently Confused Words

As a general rule:
Don't start a sentence with ‘me’.

Don't end a sentence with ‘I’.
Frequently Confused Words

**Me vs. I**

**Wrong**
Jim and me will be in the Tech Hub.

**Correct**
Jim and I will be in the Tech Hub.
Frequently Confused Words

Mike and I
Me and Mike went to the store.

What’s the Trick?

Take out the other person and you will hear the right answer.

You would never say, "Me will be in the Tech Hub."
Frequently Confused Words

Zoom Poll

*Me vs I*

Damon talked with Adam and **me**.

Damon and **I** talked with Adam.
Frequently Confused Words

Irregardless

Irregardless!

Word Nerd

irregardless (nonstandard)

[ir-i-gahrd-lis] adjective & adverb

In use as early as the mid 1500s, believed to be a blending of the words irrespective and regardless, often referred to as a portmanteau word. Hotly debated among grammarians and word nerds.

It means regardless. So maybe just say that.

regardless

[ri-gahrd-lis]

without regard, heedless, despite, unmindful
Frequently Confused Words

LIONSGATE | THE DUFF

Irregardless.

Communication  Writing  Words  Activity
Frequently Confused Words

Google search results:
- for all intensive purposes
- for all intensive purposes meaning
- for all intent and purpose

Quote: I don’t know if it’s “for all intensive purposes” or “for all intents and purposes”
...and at this point I’m too afraid to ask.
Frequently Confused Words

“All intensive purpose” is an incorrect use of the phrase “all intents and purposes”.

“All intents and purposes” is a phrase that means “for all practical purposes” or “under most usual situations”.

Avoiding signing up for Julie’s presentation is, for all intents and purposes, impossible since it is mandatory.
Frequently Confused Words

“\( I \text{ could care less} \)" or "\( I \text{ couldn't care less} \)"
Frequently Confused Words

"I could care less" or "I couldn't care less"

[Diagram showing different levels of care: "I couldn't care less," "I could care less," "I care," "I really care," "I care passionately." with 0%, 50%, and 100% indications.]
Frequently Confused Words

Loose

Lose
Frequently Confused Words

Zoom Poll

Loose vs lose

How did you ___lose__ your pants? Were they too ___loose___?
Frequently Confused Words

**Affect vs Effect**

Remember:

**Affective** is an adjective and **Effect** is a noun.
Affect vs Effect
Frequently Confused Words

Zoom Poll
affect vs effect

A new discovery can affect a scientific theory.
The music had a calming effect on the babies.
Frequently Confused Words

A Lot
A large number or amount of something

Allot
To give, to share, or to assign something for a purpose
REMEMBER TO ALLOT
A LOT OF TIME TO
FIND PARKING IN
THE PUBLIC LOT.

A lot
A misspelling, or a small town in India
Frequently Confused Words

**Fewer** vs **Less**

- *Fewer*: There is a simple rule: If items can be counted, no matter what they are, when their number goes down, there are fewer of them.

- *Less*: If there is a substance, idea, or “thing” that cannot be separated and counted, then when some of it is lost, there is less of it.
Frequently Confused Words

More bottles vs Fewer bottles

More bricks vs Fewer bricks

More Champagne vs Less Champagne

More money vs Less money
Frequently Confused Words

**Less**

Less substance, idea, or “thing” that is separated and counted, then when some of it is lost, there is less of it.

**Fewer**

If it is not separated and counted, then when some of it is lost, there is fewer of it.

---

**Express**

10 Items or Fewer

**Checkout To Smile About**
Frequently Confused Words

**Zoom Poll**
*fewer vs less*

We need to have ______ meetings on Zoom.

I have ______ free time than I did before I got a dog.
Frequently Confused Words

Assure vs Ensure vs Insure

**Assure**: promise

*I assure you the car is safe to drive.*

**Ensure**: confirm

*Ensure that you have plenty of gas in the tank.*

**Insure**: protect

*Insure the car before your trip.*
Frequently Confused Words

Assure vs Ensure vs Insure

I ASSURE YOU, I’VE ENSURED THAT I’M INSURED.
Frequently Confused Words

e.g. vs i.e.

exempli gratia id est

‘For Example’ ‘In other words’
Frequently Confused Words

i.e. e.g.

ex: ‘For example, the word “i.e.” stands for “id est,” which means “in other words.”

ex: “e.g.” stands for “exempli gratia,” which means “for instance.”

‘So then I was like, give me 3 reasons not to walk out that door right now!’

MMM, girl, that’s one way to put it!

Learn Something New Every Day at LSNED.com
Activity

Dear VC Lutz,

I hope you're doing well. I have a few questions for you related to Vanderbilt's back to school plans. Specifically, I'm working on the BCMP for the DR plan, and there are a lot of data for the FTP that we need to get from the VTRC to complete it. I should have known it would be incredibly hard. The PMO are working with me, but it's incredibly hard for me to work so many hours during the week when my internet is incredibly slow and my kids are all watching Netflix, which is incredibly expensive.

By the way, this week's Zoom sessions I attended about the DUA should have been more helpful but were incredibly boring. For all intensive purposes, working from home has been nice, but I almost had a heart attack when I heard this may continue through Christmas. That is an incredibility long time to be home with my kids, Fran, Dylan, and Amanda. Isn't it ironic that I wanted to spend more time with my family just months ago and now I get to? Apart of me thinks it's cool, but apart of me is about to lose my mind.

Sincerely

Julie
Dear VC Lutz,

I hope you're doing well. I have a few questions for you related to Vanderbilt's back to school plans. Specifically, I'm working on the BCMP for the DR plan, and there are a lot of data for the FTP that we need to get from the VTRC two complete it. I should of known it would be incredibly hard. The PMO are working with me, but it's incredibly hard for me too work so many hours during the week when my internet is incredibly slow and my kids are all watching Netflix, which is incredibly expensive.

By the way, this week's Zoom sessions I attended about the DUA should have been more helpful but were incredibly boring. For all intensive purposes, working from home has been nice, but I almost had a heart attack when I heard this may continue through Christmas. That is an incredibly long time to be home with my kids, Fran, Dylan and Amanda. Isn't it ironic that I wanted to spend more time with my family just months ago and now I get to? Apart of me thinks it's cool, but apart of me is about to loose my mind.

Sincerely

Julie
Dear VC Lutz,

I hope you're doing well. I have a few questions for you related to Vanderbilt's back to school plans. Specifically, I'm working on the BCMP for the DR plan, and there is a lot of data for the FTP that we need to get from the VTRC two complete it. I should of known it would be incredibly hard. The PMO are working with me, but it's incredibly hard for me too work so many hours during the week when my internet is incredibly slow and my kids are all watching Netflix, which is incredibly expensive.

By the way, this week's Zoom sessions I attended about the DUA should have been more helpful but were incredibly boring. For all intensive purposes, working from home has been nice, but I almost had a heart attack when I heard this may continue through Christmas. That is an incredibly long time to be home with my kids, Fran, Dylan and Amanda. Isn't it ironic that I wanted to spend more time with my family just months ago and now I get to? Apart of me thinks it's cool, but apart of me is about to lose my mind.

Sincerely

Julie
Dear VC Lutz,

I hope you are doing well. I have a few questions for you related to Vanderbilt’s back to school plans. Specifically, I’m working on the BCMIP for the DR plan, and there are a lot of data for the FTP that we need to get from the VTRC. To complete it, I should know it would be incredibly hard. The PMO are working with me, but it’s incredibly hard for me too work so many hours during the week when my internet is incredibly slow and my kids are all watching Netflix, which is incredibly expensive.

By the way, this week’s Zoom sessions I attended about the DUA should have been more helpful but were incredibly boring. For all intensive purposes, working from home has been nice, but I almost had a heart attack when I heard this may continue through Christmas. That is an incredibly long time to be home with my kids, Fran, Dylan, and Amanda. Isn’t it ironic that I wanted to spend more time with my family just months ago and now I get to? Apart of me thinks it’s cool, but apart of me is about to lose my mind.

Sincerely

Julie
American English vs. British English

Toward vs. Towards
Gray vs Grey
Airplane vs. Aeroplane
Neighbor vs. Neighbour
Canceled vs. Cancelled
Check vs. Cheque

Harbor vs. Harbour
Labor vs. Labour
Color vs. Colour
Theater vs. Theatre
Humor vs. Humour
Mispronounced words and phrases

"Eccetera" is actually "Etcetera"

"Boldface lie" is actually "Baldface lie"

"Tow the line" is actually "Toe the line"

"Chalk full" is actually "Chock full"

"Literally" means "actually" or "in a strict sense" not totally

"Expresso" is actually "Espresso"

"Nip it in the butt" is actually "Nip it in the bud"

"Worse comes to worse" is actually "Worse comes to worst"

"Chock it up" is actually "Chalk it up"

"Tie me over" is actually "Tide me over"
A list of some repetitive words

Hot water heater  Mutual cooperation  Blend together  Overexaggerate

Might possibly  Wall Mural  Follow after  Surrounded on all sides
A list of some repetitive words

Exact same  ATM machines  Unsolved Mystery  Kneel down  Reason why

Moment in time  Preplan  Rise up  Unthaw  Earlier in time  Slightly ajar
Thank you

Shoplifters will be prostituted.

Irony is when someone writes "Your an idiot."

Learn grammar.
Insult properly.

Keep clam and proofread.