1. **Their/There/They’re**
   Their = possessed or claimed by a group.
   Example: I am going to their apartment tonight.
   There = place.
   Example: I will meet you there.
   They’re = they are.
   Example: They’re at the movie theater.

2. **Who/That**
   Who = refers back to a particular person.
   Example: The woman who found my wallet contacted me today.
   That = refers to a non-human object.
   Example: The school that raised the most money was honored at a banquet.

3. **His or Her/Their**
   His or her = belonging to a single person
   Example: Anyone can bring his or her dog to the event at the park.
   Their = possessed or claimed by a group
   Example: Attendees can bring their dogs to the event at the park.

4. **It’s/Its**
   It’s = it is/has
   Example: It’s a nice day today.
   Its = belonging to something
   Example: The company is having its monthly meeting on Friday.

5. **Who’s/Whose**
   Who’s = who is/has
   Example: Who’s going to the party tonight?
   Whose = belonging to a person.
   Example: The woman whose sister is coming to town has to leave the party early.

   **Hint:** If it doesn’t sound right to say “who is/has,” instead, then use whose.

6. **I/Me**
   I = use when referring to yourself before the verb.
   Example: My friend and I went to the event.
   Me = use when referring to yourself after the verb.
   Example: My friend went to the event with my spouse and me.

   **Hint:** If it doesn’t sound right to say “me” by itself, then use I.

7. **Affect/Effect**
   Affect = to influence.
   Example: A good teacher can affect kids positively.
   Effect = 1. As a result. 2. A change that is a result or consequence of an action or other cause.
   Example: The teacher had a positive effect on her students.

8. **‘s/s’**
   ‘s = belonging to a single person or object.
   Example: The woman’s dog was playful.
Adapted from www.freemont.edu

’s’ = belonging to multiple people or objects.
Example: My friends’ dogs are playing in the yard.

9. Fewer/Less
Fewer = a small number of.
Example: The company has fewer than 20 employees.
Less = to a smaller extent.
Example: The company is less successful now that it only has 20 employees.

10. Than/Then
Than = shows comparison.
Example: It is hotter today than it was yesterday.
Then = indicates sequence.
Example: He turned off the lights, then went to bed.

11. Lay/Lie
Lay = to place or put.
Example: Before you enter the room, you’ll need to lay down your belongings on the table.
Lie = to recline.
Example: Samantha was tired this morning so she decided to lie down.

12. Farther/Further
Farther = a measure of distance or length.
Example: The baseball player hit the ball farther than he ever had.
Further = more of.
Example: She is enrolling in college because she wants to further her education.

13. Your/You’re
Your = Belonging to or associated with the person or people that the speaker is addressing.
Example: I will return your book tomorrow.
You’re = you are.
Example: You’re welcome to join us for tea this afternoon.

14. To/Too
To = expressing motion in the direction of (a particular location).
Example: I am going to the store tonight.
Too = 1. To an excessive extent or degree. 2. Also, as well.
Example: Jim was driving too fast.
Example: I will be participating in the race, too.

15. Into/In To
Into = to the inside of; in toward. The word *into* answers the question, *where*?
Example: Jane walked into her office to find a pile of papers on her desk.
In to = where the words in and to just happen to end up next to each other, they must remain separate words.
Example: Peter walked in to see his supervisor.