

Words of Wisdom from The Words Workshop

Wordsworth says ... *know the difference between to and too.*

These two homophones (words that are pronounced the same but have different meanings) cause a lot of people problems. Using 'two' in reference to the number is relatively simple, however the other two are confused all the time.

Too is used in two main ways:

Too can mean **also**, for example:

"I am pleased it is Friday **too**."

"I'd like to go on holiday **too**."

Or, **too** can be used to depict something as being in excess:

"There was **too** much snow."

"The music was **too** loud."

To is used in all other cases and indicates either direction:

"We are going **to** the library."

Or action:

"We are going **to** walk."



Ask Wordsworth ... *How do I know whether to use 'which' or 'that'?*

This is a complicated one. Think about the following sentences:



"The books, **which** have red covers, are new."

"The books **that** have red covers are new."

In the first sentence, the words "**which** have red covers" are separated by commas and are therefore adding information about the books. That is, they're telling you more about the books than you'd otherwise have known (they're red). All of the books are new.

In the second sentence, the words "**that** have red covers" are limiting which books are being talked about. We're no longer talking about all the books; only about the ones with red covers. So this time, only the red books are new.

Use **which** surrounded by commas if a group of words adds information. Use **that** if it limits the set of things you're talking about.

Wordsworth's management speak to avoid ...

People often use complicated jargon and management speak to make themselves appear as though they know what they are talking about. A good example of this is the phrase 'push the envelope'. Everyone knows that this means 'push the boundaries', why not just say that?

Wordsworth's quote of the month ...

"We make a living by what we get; we make a life by what we give."

Brian Aldiss

This month's lessons and quotes were suggested by some of Wordsworth's loyal readers. If there is anything you would like to see in a future Wordsworth newsletter then get in touch: info@thewordsworkshop.co.uk.

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