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Hi everyone

I've spent part of July travelling to work with clients. This photo is from my recent trip to Orange. Thank you to the participants for your warm welcome at a cold time of the year.



*Click on the photo to view more from the workshop*

As you can see, I've changed the format for this month's newsletter. I'd love your feedback on it.

I was recently interviewed by [Flying Solo](#). So if you'd like to learn a few things about me, check out the [interview](#) on the Flying Solo website.

This month's article - Confusing Words - came about from questions I regularly receive when I deliver my Business Writing workshop.

I'm in the process of ensuring I have up-to-date information for subscribers to the newsletter. I'd appreciate it if you could spend a moment updating your information.

Thanks in advance for helping me out with the updating of information.

Until next time  
Maria



#### Let's Connect



#### Questions or Feedback?

Have a question or would like to provide feedback? Post it on Infinite Growth's [Facebook page](#) or reply to this email.

#### Subscribe

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#### About Infinite Growth

[Infinite Growth](#) delivers workshops and coaching sessions for individuals and teams in communication skills, leadership development, customer service, business writing and presentation skills.

[Contact Maria](#) to book a complimentary 15-minute discovery session of your business communication needs.



In my [Which Word?](#) article I discussed commonly mis-used words.

Recent questions from clients have focused around when and how to use these words correctly. The simplest words can often be the most confusing to use in the correct context.

Here are examples of when to use some of our confusing words.

Confusing word	Example
Your	Here is your copy of the report
You're	I hope you're feeling better
Affect	This decision will affect the outcome of the elections
Effect	I don't think it will have any effect on the outcome
Its	The coach will be able to help the team to achieve its goals
It's	It's going to be a relaxing holiday
Piece	Would you like a piece of cake?
Peace	Our aim is to bring about peace
Council	The local council clean up will take place on Tuesday
Counsel	Sue will be able to counsel you on the best action to take
There	Place the bags over there
Their	This is their first visit to Australia
They're	They're visiting Sydney and then going to Brisbane
Quite	It's quite cold today
Quiet	This is a quiet location
Advice	She gave good advice
Advise	I'd advise you to go a different way
To	Karen is going to the city
Too	I'm feeling hungry too
Two	David has two siblings
Practice	The law practice is located in Sydney
Practise	The best way to improve your speaking skills is to practise

*Do you have any words to add to this list? Let me know and I'll add them to the list.*

## Benefits for you

There are benefits in being aware of the confusing words in the English language.

By checking what you've written:

- You're more likely to pick up these common errors ensuring their mis-use are no longer a distracter for your clients and colleagues
- You're able to present yourself and your business in a professional manner.

***Are you confused by any particular words?***

Join [Infinite Growth on Facebook](#) and post your question or reply to this email and I'll provide you with examples of when to use them.

If you know someone who could benefit from this newsletter feel free to forward it to them.

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