

June 2009

Volume 2, Issue 6

Oops!

Do I Do That?

Accord vs.
Accordance

Accord means
agreement; *accordance*
means *conformity*.

YES:

The family is in accord
on the meaning of
Joseph's will.

YES:

My final paper is in
accordance with APA
guidelines.

NO:

We're all in accordance
on who owes how much
from dinner last night.

His? Her? Their? Its? How Do I Choose?

A common question posed by clients of kelcilynn.com involves when to use *his*, *her*, *its*, or *their* in unclear situations. For example, saying "A new student is bombarded with information as soon as he or she arrives on campus" can sound wordy and awkward, whereas "A student is bombarded with new information as soon as they arrive on campus" is grammatically incorrect.

There are a few important things to keep in mind in situations like this. First, try to stick with the rules of grammar: single nouns (like *student*, *staff*, and *team*) should be paired with *his*, *her*, or *it*. If the traditional rules of grammar make your writing sound awkward, however, think about how to rework – or reword – the sentence.

For example, "The staff has a problem with its attendance at meetings" can sound impersonal. For single nouns that refer to groups, try adding the word *members*: "Staff *members* have a problem with *their* attendance..." Conversely, try changing a single noun to a plural one: "*Students* are bombarded with new information as soon as they arrive on campus."

Lastly, keep in mind that the goal of any (good) proofreader is to make sure that the reader's interaction with a written piece is smooth and uninterrupted. If saying "his or her" sounds awkward, substituting "their" can be acceptable – even if it's not officially correct. Less formal pieces are now allowing for such usage when it creates better readability.

Nifty Word of the Month

coruscate, *intransitive verb*:

to give off or reflect light in bright beams or flashes: sparkle; to be brilliant or showy in technique or style

(Merriam-Webster Online Dictionary, May 31, 2009)

Updating Your Resume? Need a Cover Letter?

Kelcilynn.com has seen a significant increase in inquiries about career-related materials over the past several months. From resumes to cover letters, people are seeking out assistance with their job searches as the economy continues to feel uncertain.

If you're looking for a job, you may want to check out Alison Doyle's About.com Job Search site. A high-profile, published career counselor, Ms. Doyle was recently named one of the top 10 authors job seekers should follow on twitter. Sample resumes, cover letters, and field-specific search advice can all be found on her site. It's bookmark worthy!

<http://jobsearch.about.com/>

Of course, after you've put together your materials, make sure to send them to kelcilynn.com for final proofreading. We offer a package tailored specifically to job seekers.

Important Announcement from kelcilynn.com

Since kelcilynn.com opened its doors, we've been sending out our newsletter on the first of each month. This issue, however, marks the end of the monthly newsletters; we will now be switching to a quarterly newsletter. Look for your next issue on October 1, 2009.

Additionally, because we receive so many inquiries about past newsletter issues, we've now placed all kelcilynn.com newsletters online. Newsletter archives are available at:

<http://www.kelcilynn.com/newsletter>

Tips? Questions? Suggestions? We are always eager to hear from newsletter subscribers about topics you'd like to see covered. Send any suggestions or questions to info@kelcilynn.com.

kelcilynn.com

584 Castro Street #267

San Francisco, CA

94114

(415) 378-8239

info@kelcilynn.comwww.kelcilynn.com

© 2009 kelcilynn.com