



**ADVANCED TEAM CONCEPTS**  
TRAINING & FACILITATION FOR REACHING BEYOND EXCELLENCE



AUGUST 2005 ISSUE

Welcome to **WRITE IT RIGHT**, a monthly e-newsletter from Julie Pagliai.

We've enhanced our newsletter with a new look--with powerful tips for writing success!

### WRITING TIPS

#### Befuddled between biweekly and bimonthly?

**You're not alone!**

#### Consider these examples:

- Our new project team is scheduled to meet biweekly.
- Starting this month, I want your report bimonthly.

How often is our project team really meeting?  
And, when exactly do you want my report?

The "bi" prefix means two, which in these cases can mean "every two" or "twice per."

So,  
Biweekly = Every 2 weeks or twice a week  
Bimonthly = Every 2 months or twice a month

Better yet, state exactly what you mean to eliminate confusion.

- Our new project team is scheduled to meet twice a week.
- Starting this month, I want your report every two months.

### WHY WRITE IT RIGHT?

#### The Power of Punctuation

#### Who says punctuation isn't important?

Those little commas and periods pack a lot of power. In fact, they can change the entire meaning of a sentence.

#### How would you punctuate the following puzzler?

The singer gave a stunning performance half an hour after she lost her voice

(Can a singer give a stunning performance after losing her voice?)

**The correct punctuation is:**

The singer gave a stunning performance. Half an hour after, she lost her voice.

Now, that makes sense.

Make sure YOUR sentences pack a punch with correct punctuation!



If you have a grammar question, conundrum, or, dare I say, joke, send it to [jpagliari@ATCtraining.com](mailto:jpagliari@ATCtraining.com).

Until next time, WRITE IT RIGHT!