

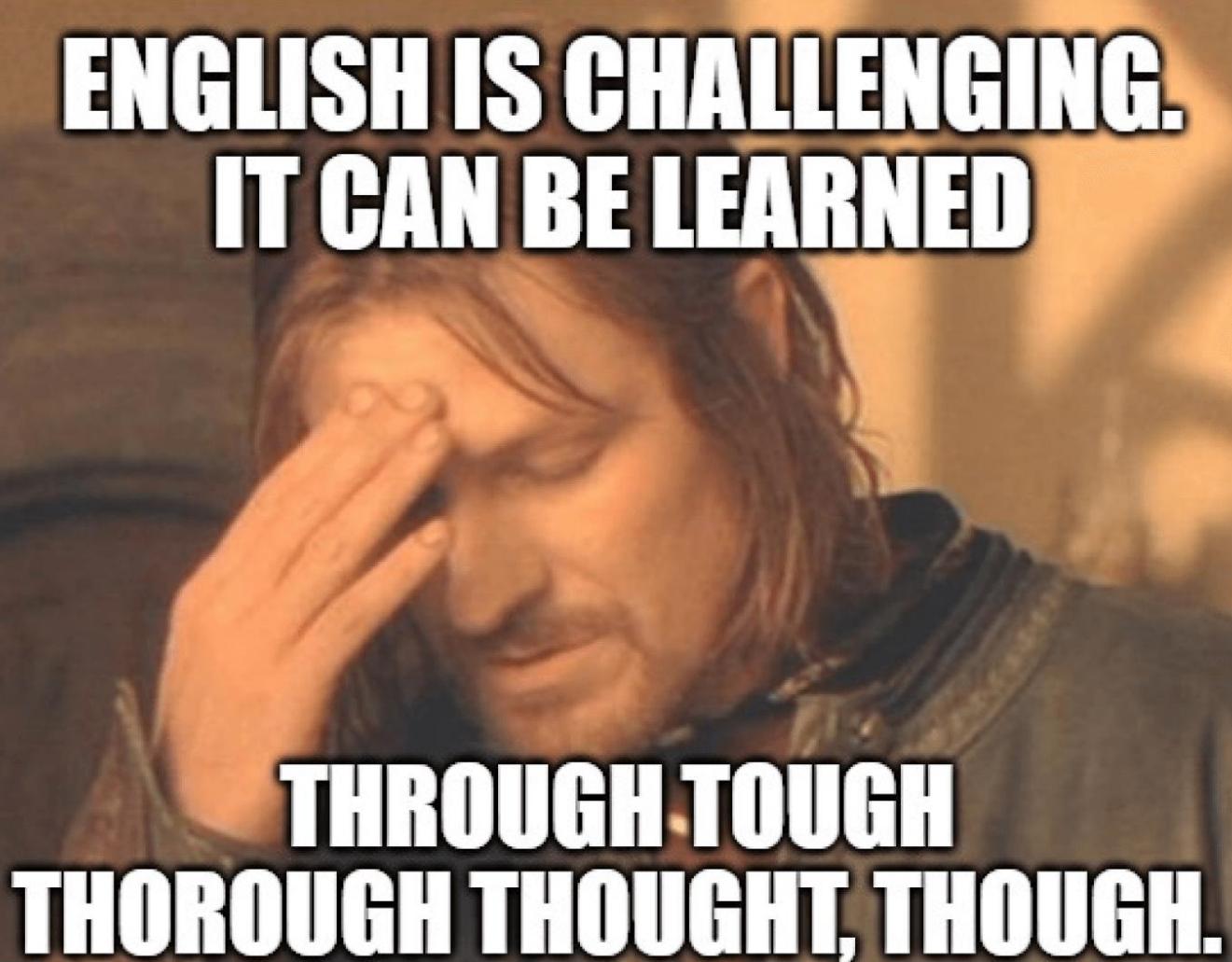
Grammer Lee

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**ENGLISH IS CHALLENGING.
IT CAN BE LEARNED**



**THROUGH TOUGH
THOROUGH THOUGHT, THOUGH.**

LESSON 7

On and Off Duos

On-site/Off-site

Online/Offline

Onstage/Offstage

On-screen/Off-screen

Onshore/Offshore

On-camera/Off-camera

On-air/Off-air

Words beginning with *on* and *off* follow standard prefix rules and are often written as a single word.

The main exceptions to this rule relate to hyphenation and occur primarily for clarity.

Many exceptions have become common, so consulting AP Style/a dictionary (or Lee can help figure it out) is often the most reliable method.

Words beginning with **on**

Many words beginning with *on* are solid, meaning they are written as one word without a hyphen.

Write as one word (mostly):

- **onboard:** "The team will onboard new hires."
OR
on board: "He jumped on board the boat."
- **ongoing:** "This is an ongoing investigation."
- **oncoming:** "She waited for the oncoming traffic to pass."
- **online:** "We offer online courses."

Use a hyphen (sometimes):

- **on-campus:** "She has an on-campus job."
But also....
on campus: "We have parking available on campus."
- **on-screen:** "The on-screen menus were difficult to read."
But also...
on screen: "A notification will appear on screen."
- **on-the-job:** "This requires on-the-job training."
But also...
on the job: "Don't fall down on the job."

Words beginning with **off**

Similar to *on*, many words with the prefix *off* are written as a single word. Hyphenation is generally reserved for compound adjectives or phrases that might be confusing without one.

**Write as
one word:**

- **offline:** "The system is offline."
- **offhand:** "It was an offhand comment."
- **offshore:** "We invested in an offshore company."
- **offstage:** "He waited offstage for his cue."

**Use a
hyphen:**

- **off-air:** "The station is currently off-air."
- **off-color:** "The comedian told an off-color joke."
- **off-limits:** "The top floor is off-limits to visitors."

Commonly Confused Words

Ensure vs. Insure vs. Assure

Ensure

MEANING:

to make certain that something will happen or guarantee a result.

EXAMPLE:

We must ensure everyone is safe.

Insure

MEANING:

to arrange for compensation in case of loss or damage.

EXAMPLE:

The company insured its new fleet.

Assure

MEANING:

to remove doubt or give confidence.

EXAMPLE:

She assured us the statement was accurate.

Oops in the Wild



Thank You!