Then and Than:

Then
• is used to indicate time or when explaining things chronologically.
  - Example: Christine and William went out for dinner and then to the movies.

Than
• is used when making comparisons.
• Jon liked the band’s new album better than their last.

Its and It’s:

Its
• is the possessive form of ‘it’, implying ownership.
• The dog liked to chase its own tail.

It’s
• is a contraction for ‘it is’ and should not be used in academic writing.
• It’s getting late; I should probably go home now.

A lot and Allot:

A lot
• is informal and generally shouldn’t be used in academic writing. It is used to indicate much of something.
• Nick bought a lot of stuff at the mall today.

Allot
• is used to designate.
• Mr. Anderson is going to allot us three hours of class time to write the test.

Affect and Effect:

Affect
• is a verb that means to influence.
• Matt’s breaking up with Leah did not affect her like he thought it would.

Effect
• is a noun, meaning a result.
• The coffee seemed to have no effect on Liz’s sluggish mood.

Their, There, and They’re:

Their
• means belonging to them and is the possessive form of they.
There
- means ‘in, at, or to that place’.

They’re
- is the contraction for ‘they’ and ‘are’. It shouldn’t be used in academic writing.
Example:
- Melissa and Tom have always loved Australia; they’re going to go there on their honeymoon.

Assure, Ensure, and Insure:

Assure
- means to promise.
- I assure you, he will not be at the party tonight.

To ensure
- is to make certain.
- She wanted to ensure that I knew where I was going.

Insure
- means to make certain in legal or financial terms.
- He was paying a considerably larger amount than before to insure his new car.

Regardless, Irregardless:

Regardless
- is an adverb used to emphasis a lack of concern.
- Regardless of the impact if would have on the economy, he decided to increase the taxes by fourteen percent.

Irregardless
- is incorrect and should not be used.

Anyway, Anyways:

Anyway
- is an adverb that can be used to change the subject or to emphasize.
- Even though he specifically asked her not to, she sped on the way home anyway.

Anyways
- is a slang term that is often used in place of anyway, but is not standard English.

To, Too, and Two:

To
- is commonly used as ‘in the direction of’.
- Cam drove to Montreal early this morning.

Too
- is used to explain when something is more than is desired, allowed, or possible.
- There are too many cars of the road.

Two
- is the spelling of the number 2.
- He had two children from a previous marriage.
Work Cited: