

MONTGOMERY COUNTY PUBLIC SCHOOLS

2<sup>nd</sup> in a  
series of  
useful  
tips

# *Correspondence Writing Tips*

**A COMPANION TO THE  
MCPS CORRESPONDENCE MANUAL**



# Tips for Good Writing

## ***Among and Between***

As a general rule, *among* refers to more than two.

- We divided the money *among* the six.

*Between* refers to two.

- We divided the money *between* the two.

However, *between* should be used for three or more items if each is considered severally and individually.

- *Between* morning, noon and night...
- Diplomatic talks *between* members of the United Nations...
- *Between* the rows of beans, plant lettuce.

**Look for more  
tips in the near future!**

E-mail us for a quick response  
to your grammar and  
style questions:  
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Our Editorial Help Desk also appreciates  
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We are also your contact for  
a copy of the *MCPS  
Correspondence Manual*.