I. The Rules: Forms of the word “other” are used to indicate that there is an additional number of a specific group of things or people. Forms of the word “other” can be either an adjective or a pronoun. “Another” is always singular and indicates there is one more in addition to the group of things already mentioned.

Examples:
1. I ate another cookie from the tray. (“another” means the speaker took one cookie in addition to a cookie she had already eaten; the speaker uses another to say she has eaten at least two cookies.)
2. The online directions to the museum were conflicting, since one website said to turn right, while another said to turn left. (here, “another” means a second website in addition to the first one.)

“Other” can be either singular or plural. “Other/others” (without the article “the”) indicates there are several more in addition to the group of things already mentioned. The “other(s)” indicates the remaining number of a specific group.

Examples:
1. I ordered a ham sandwich, but the other is yours. (“the other” refers to a remaining sandwich.)
2. These shoes are very practical, but others are more ornamental. (here, “others” refers to additional shoes which the speaker is comparing to the practical ones.)
3. The other children know how to behave in school. (using the article “the” means that all of the additional children are being good.)

II. Several common expressions also use forms of the word “other,” with slightly different meanings.

1. “Each other” and “one another”: used to indicate a reciprocal relationship. Example. My pen pal and I would write to each other regularly.
2. “Every other”: means “alternate.” Example. To complete the pattern for the tile floor, turn every other tile ninety degrees.
3. “Other than”: used after a negative to mean “except.” Example. We won every game other than the last one.
4. “The other” in expressions of time: used to refer to the recent past (e.g., the other day, the other week). Example. The other morning, I lost my keys and was late to work.
5. “Another” as an adjective in expressions of time, money, and distance: used with a noun to mean “an additional” item. Example. We need to swim another five miles to complete the race.

Some reasons why these rules can be confusing:

Both pronoun and adjective usages of “other” can take the article “the.” “The other(s)” and “other(s)” are used to make different kinds of comparisons to a group of things or people. “The other(s)” refers to the rest, or all that remains of a group, while “other(s)” refers to items in addition to that group.

Examples:
1. Sue and I hiked to the waterfall while the others stayed by the pool. (“the others” refers to the remaining members of their group.)
2. We couldn’t find the waterfall we were looking for, but we found others to enjoy. (“others” refers to more waterfalls in addition to the one they couldn’t find.)

III. How to Notice and Correct Any Errors:
   a) Based on the context of the sentence, decide whether you mean to indicate either more things in addition to a group, or only the remaining part of a group of things or people.
   
   b) Edit your sentence to include the article “the,” if necessary.
   
   c) Make sure that your sentence uses the appropriate singular or plural form of “other” (“another,” “other,” or “others”).

Practice:
Complete the following sentences with a correct form of “other.”

1. Our team was very united during the match, but ______ players appeared disorganized and discouraged.
2. Although I already had a caffeine headache, I poured myself ______ cup of coffee.
3. One after ______, the children came down with the stomach flu.
4. This class is fun, but ______ have been more interesting this semester.
5. At the park, I chased one puppy while my friend held ______.

More Practice:
Complete the following sentences with a word or phrase that uses a form of “other.”

1. Japanese snow monkeys like to soak in hot springs while they groom _____'s fur.
2. Since his class is on Monday, Wednesday, and Friday, he can work ______ day this week.
3. Even though my test was at 8 am, I stayed up for ______ hour to play video games.
4. ______ week, we went to Michigan to pick apples.
5. She is not allergic to anything ______ peanuts.

Source:
These materials were partially adapted from Understanding and Using English Grammar.