1. 'Of'

The word 'of' has several functions in a sentence. One of which is its function as a preposition usually for various relations that are described in the sentence.

As a function of a preposition, the word 'of' does just that. For instance, 'of' is used to indicate a point:

The house is to the North of the river.

It is also commonly used to point out the material, parts, or elements of something:

A glass of wine.

It is also used to indicate a possessive relation:

The Queen of England has reigned for many years.

2. 'Off'

Works as an adverb and a preposition. The more familiar of the two, is the adverbial function. It is also used to describe something stopping, or suspension:

Please can you turn off the lights.

The prepositional function of 'off' is also common. Here, it can be used as a word to indicate the physical separation or distance from a position of rest, attachment, or union:

Please can you take your bag off the table. Browns is a shoe shop just off the main street.

So to summarize, the two words differ in the following areas:

- 1. 'Of' is mostly used as a preposition, and therefore, should be used when a preposition is needed.
- 2. 'Off' is usually used as an adverb, and should be used in cases where an adverb is needed.
- 3. 'Of' is more often used, while 'off' is used less frequently.
- 4. 'Off' is used in conjunction with verbs, which is not the case with 'of'.