Welcome to...

Business Grammar & Proofreading

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Parts of Speech

noun, adjective, adverb, pronoun, verb, preposition, conjunction, article
Excellence vs. Perfection
I asked Barbara, and she didn’t know (who/whom) to contact.
I asked Barbara, and she didn’t know whom to contact.
Each employee is responsible for returning (his/her, their) forms.
Each employee is responsible for returning (his/her, their) forms.

Each employee is responsible for returning their forms.
Central office needs (fifty-one, 51 notebooks by (3, three) o’clock.
Central office needs (fifty-one, 51 notebooks by (3, three) o’clock.

Be consistent
Commonly misspelled words

Lose - Loose
Weird - Wierd
Their - They’re - There
Your – You’re
It’s - Its
Effect – Affect
Weather – Whether
A lot – Alot
Then - Than
Commonly misused words

Since is a measurement of time.
Since is not a reason.
Fewer is measurement of number.
Less is measurement of volume.
In Person

- Body Language: 55%
- Tone: 38%
- Words: 7%
By Phone

- Tone: 14%
- Words: 86%
By Email

- Tone: 28%
- Words: 72%
“If there are any questions or concerns”
The Golden Rule
“When you write, try to leave out all the parts readers skip.” - Elmore Leonard