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# Business Grammar & Proofreading

Presented by  
SkillPath Seminars / NST

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DONNA

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 (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

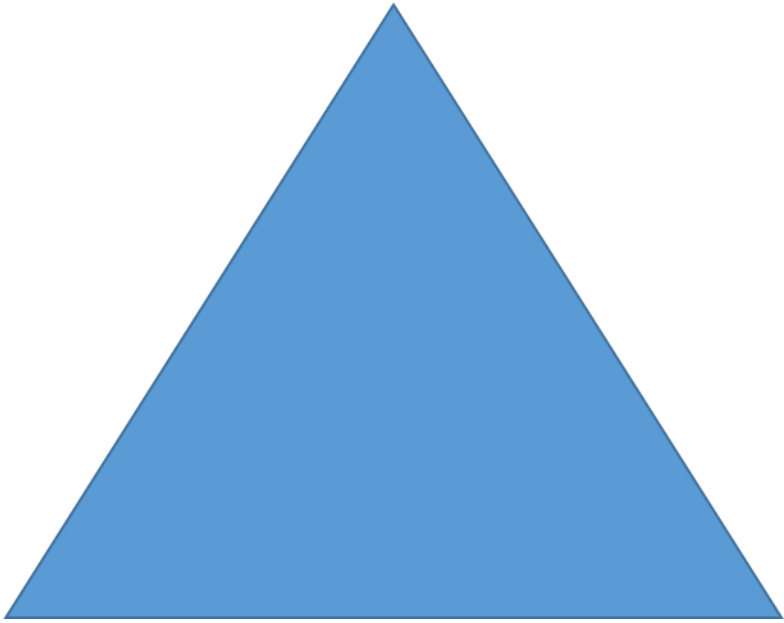
# Commonly misused words

Since is a measurement of time.

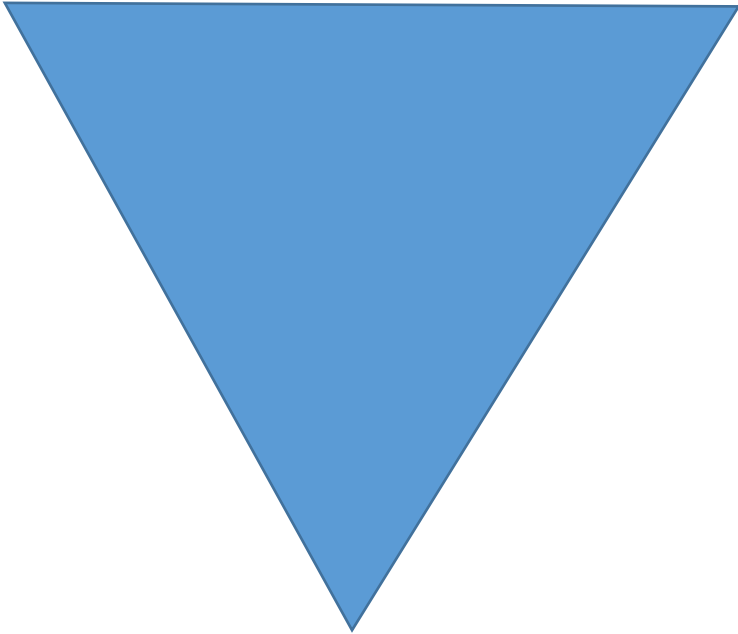
Since is not a reason.

Fewer is measurement of number.

Less is measurement of volume.

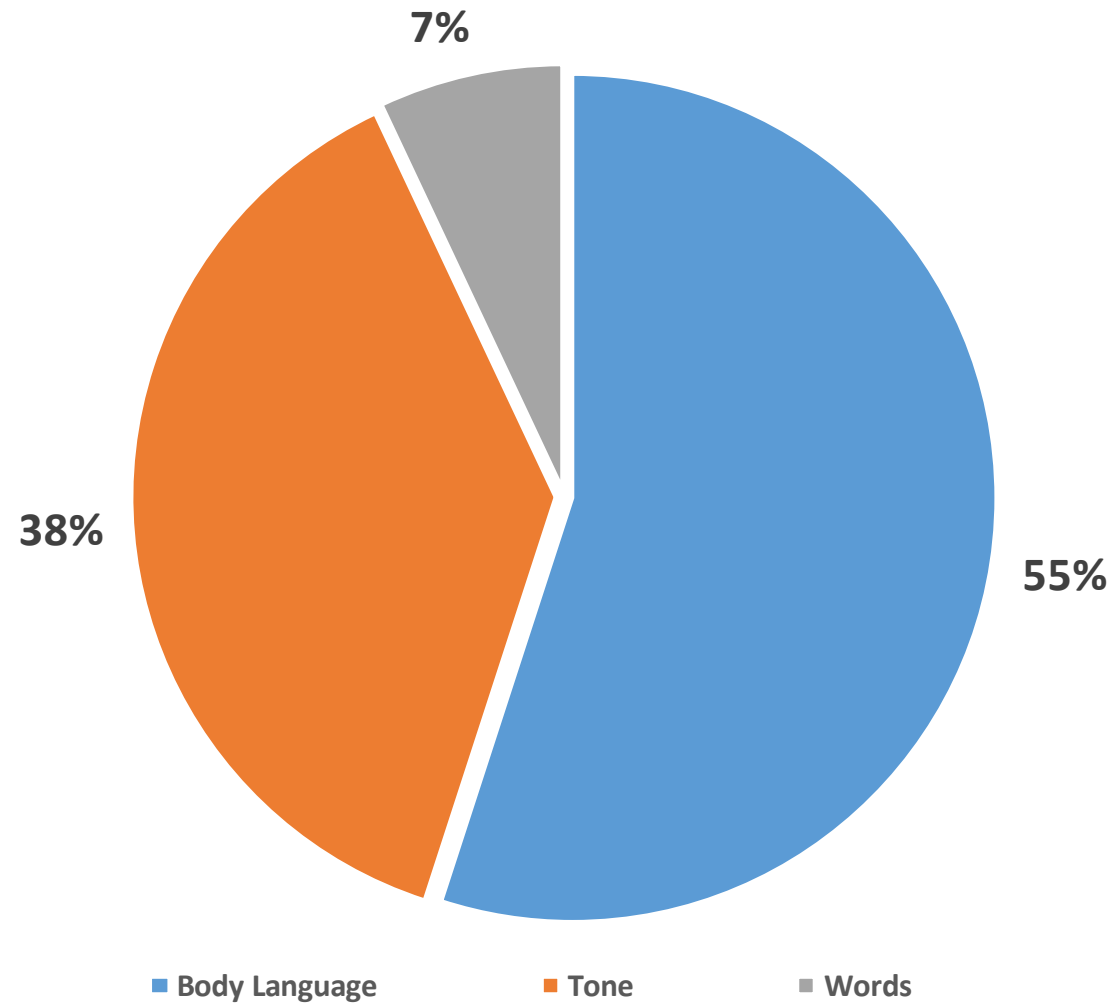


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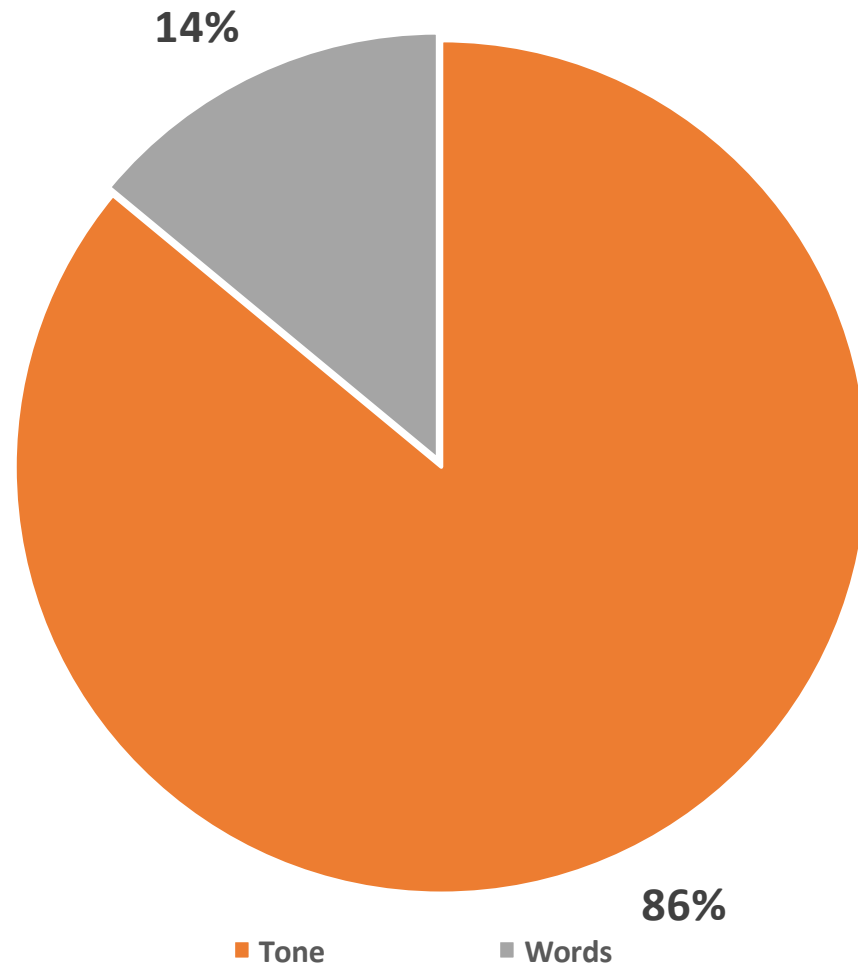


email

# In Person

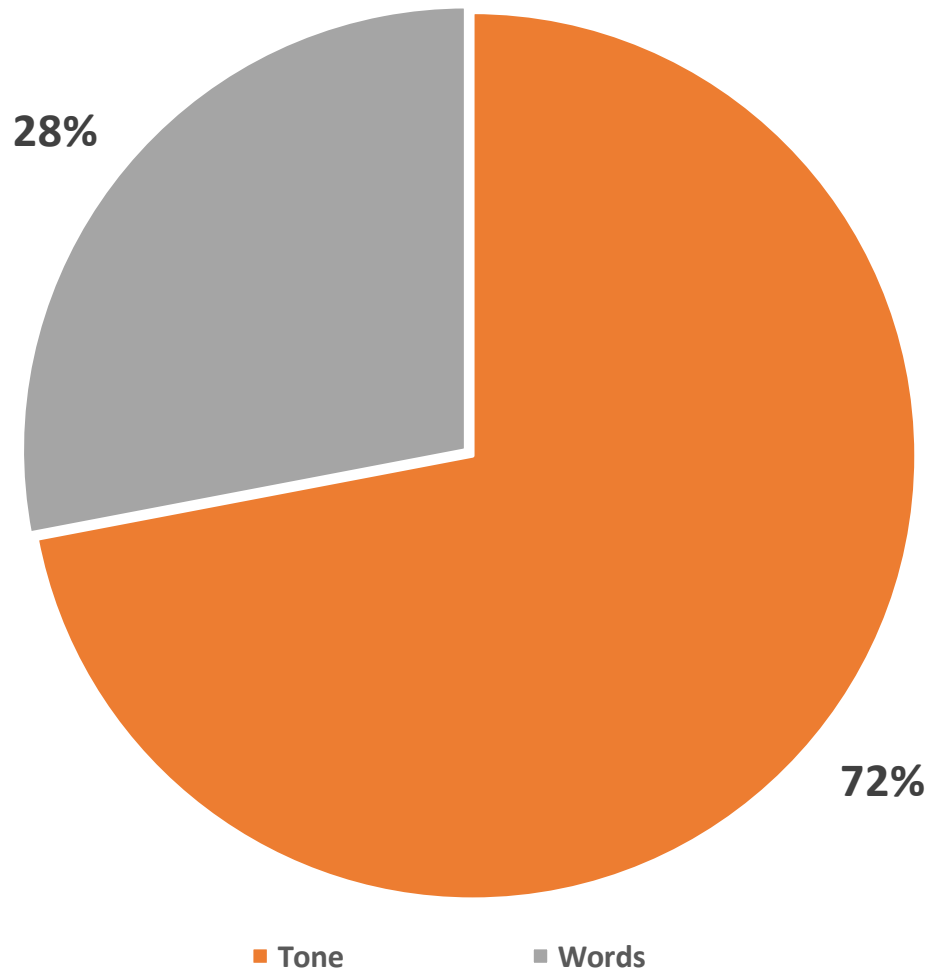


# By Phone





# By Email



“If there are any questions or concerns”

# The Golden Rule



**“When you write, try to leave out all the parts readers skip.” - Elmore Leonard**