



BOOHER'S RULES OF BUSINESS GRAMMAR
101 Fast and Easy Ways to Correct the Most
Common Grammar Errors

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Top Ten Grammar Gaffes from Booher's Rules

—TEN—

Pronouns after *than*: “He’s taller than **me**.” Finish the sentence to hear the correct choice after *than* or *as*.
Correct: “He’s taller than I [am tall].”

—NINE—

“If I **was you...”** Normally, “I was” is correct. But when stating something that’s not true or contrary to fact—in this case, I’m not you—choose the opposite: *were*, not *was*. **Correct:** “If I were you, I’d resign.”

—EIGHT—

“They had **went to the store.”** *Gone* is one of many irregular verbs. Others: *written, spoken, done, seen, grown, driven, taught, chosen*. **Correct:** “They had gone to the store.”

—SEVEN—

Danglers: “**As a mother having a son in the military**, Obama can appreciate my concern.” Obama is not a mother. The descriptive phrase doesn’t link to the word it describes. In fact, that person is missing from the sentence altogether. **Correct:** “As a mother having a son in the military, I think Obama can appreciate my concern.”

—SIX—

“Send Jean or **myself an email.”** Leave out the other people in the sentence, and then trust your ear to select the right pronoun. *Myself* is never correct unless *I* or *me* is already stated in the sentence. **Correct:** “Send Jean or me an email.”

—FIVE—

Adjectives for Adverbs: “They played **real good**.” *Good* describes things, places, people, or ideas. *Well* tells more about verbs, the action words of a sentence. **Correct:** “They played really well; they did a good job.”

—FOUR—

Misused Words (*Affect vs Effect*): “This policy effects all our employees.” (Not unless you have a cloning system in place!) “This policy will have an effect on all our employees.” Or: “This will affect all our employees.”

—THREE—

Incomplete comparisons: “He always sends **longer reports**.” “She likes the Midwest **better**.” Better than what? Better than she likes the Northeast. Better than Fritz likes the Midwest? To be correct, complete both halves of the comparison. **Correct:** “She likes the Midwest better than when she lived here as a teen.”

—TWO—

“This line—10 items or **less.”** If you can count them, use *fewer*. If you can’t count them, use *less*. *Fewer hours. Less time*. **Correct:** “This line—10 items or fewer.”

—ONE—

“Just **between you and I...”** *You* and *me* are objects of the preposition *between*. *I* is always a subject word and can’t be an object word. **Correct:** “Just between you and me...”