



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

By Dianna Booher
Publisher: McGraw-Hill
Publication date: November 2008
Price: \$16.95
ISBN: 978-0-07-148668-2

Contact: Kari Gates
817-318-6000
kari.gates@booher.com
or
Rachel Randolph
817-318-6000
rachel.randolph@booher.com

Top Ten Grammar Gaffes from Booher's Rules

TEN

"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

"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."

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

"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

"Should of, could of, would of..." The contractions should've, would've, and could've sound like the preposition *of*. **Correct:** "Should have, could have, would have..." Or "should've, could've, would've..."

THREE

"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."

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..."