



Booher's Rules of Business Grammar
101 Fast and Easy Ways to Correct the Most Common Errors

By Dianna Booher

List of Suggested Chapters to Use as Excerpts or Side-Bars

Chapter 2: “She Went Missing”

Sucking the Life out of Strong Verbs

Chapter 22: “Just Between You and I”

The Case for Objective Pronouns

Chapter 24: Me, Myself, and I

Reflexive Pronouns Flexing Their Muscles

Chapter 34: Learn This Backwards and Forwards

The Unnecessary –S

Chapter 37: “The Team Played Real Good”

Well Versus Good

Chapter 50: Dear Spike

Punctuation After Salutations

Chapter 71: A Subject Matter Worth Discussing

Redundant Nouns

Chapter 76: Oh, Say, Can You See?

Mispronunciation

Chapter 87: Doing the Splits

Split Infinitives

Chapter 96: I Resemble That Remark

Affect Versus Effect

Chapter 97: Do I Have Your Guarantee?

Ensure, Insure, Assure?