

“Grammar” 101 for Careers

Avoiding some of the most common grammatical mistakes is incredibly important to your image as a professional.

Parts of a sentence:

Verbs: Express the action of the sentence

*I **waited** in line for hours **to see** The Avengers.*

Nouns: People, places, things, or abstract ideas

***Sarah** bought the **movie tickets**.*

Adjectives: Describe a noun or pronoun

*John thinks the Jonas Brothers are **lame**.*

Adverbs: Describe a verb, adjective, or another adverb

*I **quickly** scribbled the last paragraph of my essay.*

* **Adjectives and adverbs** are often used incorrectly. Remember, adverbs for action and adjectives for things:

Ex. Drive safely **NOT** Drive safe (because driving is a verb and safely is an adverb)

Ex. I hope you do well on the test **NOT** I hope you do good on the test (do is a verb, well is an adverb)

***Pronouns** stand in place of a noun and either perform the action (subject) or receive the action (object):

Subject: I, he, she, we, who

Object: me, him, her, us, whom

Ex. To whom (receiving the action) are you writing that letter? vs. Who (performed the action) wrote that?

Ex. Between you and me **NOT** Between you and I

Ex. Alicia and I went to the store. (Take out Alicia and check: I went to the store **NOT** Me went to the store.)

***Capitalization** for nouns: capitalize people's titles (Director, CEO, etc.) and capitalize the first letter in a salutation or close of a letter/email



Acceptable salutations: To Whom It May Concern:

Dear,
Hello,
Greetings,

Acceptable closing: All the best,
Sincerely,
Regards,
Thank you,

Number agreement:

If you refer to a singular person, you have to use a singular pronoun rather than "they."

Ex. Anyone (singular person) can do what he or she (not they) wants to do.

Singular: **A NOSE-** Anyone/Anybody
 No one/ Nobody
 One
 Someone/Somebody
 Everyone/Everybody

Comparing:

Two
Better
Less
More
Older
Between

Three or More

Best
Least
Most
Oldest
Among

Fewer vs. Less:

Fewer is used for a number that can be counted. Less is used for an amount, or things that can't be counted.

Ex. Fewer french fries, less mashed potatoes

Ex. 10 items or fewer **NOT** 10 items or less

