“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**- **A**nyone/Anybody

**N**o one/ Nobody

**O**ne

**S**omeone/Somebody

**E**veryone/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