

GOOD GRIEF, GOOD GRAMMAR

THE BUSINESS
PERSON'S GUIDE
TO GRAMMAR
AND USAGE

"Innovative...actually make[s] mastering
the rules of English grammar enjoyable."

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DIANNA BOOHER

Good Grief Good Grammar The Business Persons Guide To Grammar And Usage

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Good Grief Good Grammar The Business Persons Guide To Grammar And Usage:

Good Grief! Good Grammar! Jerry George, 1994 This exceptional guide takes the mystery out of grammar with clear definitions of terms explanations and examples of the major rules suggestions for improving writing and a trouble shooting glossary of the major grammar pitfalls With clear succinct explanations of the parts of speech and rules of punctuation a list of the most frequently misspelled words and helpful tips for revising this handy and humorous look at the world of grammar offers you and your students everything you need to get a handle on the basics of the English language Good Grief, Good Grammar Dianna Booher, 1989-05-29 From simple nouns to complex sentences good grammar is essential in the business world This unusual guide features something many grammar books don't humor Whimsical therapy sessions at the end of each chapter make sharpening skills painless **Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors** Dianna Booher, 2008-10-28 Speak and Write Like a Polished Professional Dianna Booher nails it The Memory Tips alone are worth the price of the book This one's a gem John Baldoni author of Great Communication Secrets of Great Leaders and How Great Leaders Get Great Results Dianna Booher pulls off a deft and most impressive feat In writing about tight top flight grammar she shows those very same skills in abundance Louis R Carlozo features staff writer Chicago Tribune This book seems to be most useful as a desk reference for individuals but it will also be of interest to public libraries with collections that support career development Library Journal Does your client owe the principal or principle Is your company moving forwards or forward Do you have over ten years experience or more than ten years experience Proper use of the written and spoken word determines whether or not you move ahead in your career In Booher's Rules of Business Grammar business communication guru Dianna Booher identifies the top 101 mistakes made in emails presentations and conversations every day She briefly examines each one and explains what you need to know in order to avoid future mistakes In addition Booher includes effective memory tricks to reinforce comprehension and retention In no time you will learn how to Recognize and rectify embarrassing grammatical mistakes Improve the clarity of what you say and write Solidify your understanding through the use of memory tricks Master the language so you can focus on your business Whether you decide to skim it and correct a mistake a minute or read the whole book in a couple of hours use Booher's Rules of Business Grammar to set yourself apart as an expert communicator **Training**, 1989 Faster, Fewer, Better Emails Dianna Booher, 2019-06-18 Will open your eyes to a whole new way of thinking about email its purposes structure improper uses security risks and productivity strategies Marshall Goldsmith 1 New York Times bestselling author Today most business writing is email writing We handle even our most important customer transactions internal operations and supplier partnerships solely by email Yet many of us still struggle to write emails that get results And we often are so overwhelmed by the sheer volume of emails that we feel as though we're in email jail How we handle email has a large impact on the trajectory of our career Emails can build or destroy credibility clarify or confuse situations for our coworkers and customers

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Writers Diana Roberts Wienbroer, Elaine Hughes, Jay Silverman, 2005-03-21 Rules of Thumb for Business Writers offers busy professionals solutions to most on the job writing challenges Brief to the point chapters cover all the basics including reports resumes speeches memos letters and PowerPoint with tips for meeting deadlines and managing paper flow This edition contains new information on Internet research and communications technology with examples sample documents and a resource list *Young Adult Reader's Adviser* Marion Sader, 1992-01-30 The best in literature and language arts mathematics and computer science

Creating Personal Presence Dianna Booher, 2011-10-03 Personal presence is difficult to define but easy to recognize People with presence carry themselves in a way that turns heads When they talk people listen When they ask people answer When they lead people follow Personal presence can help you get a date a mate a job or a sale It can help you lead a meeting a movement or an organization Presence is not something you re born with anyone can learn these skills habits and traits Award winning speaker and consultant Dianna Booher shows how to master dozens of small and significant things that work together to convey presence She details how body language manners and even your surroundings enhance credibility and build rapport You ll learn to use voice and language to demonstrate competence deliver clear and memorable messages and master emotions You ll learn to think strategically organize ideas coherently and convey to others genuine interest integrity respect and reliability Take her self assessment to measure your progress With Dianna Booher s expert entertaining advice you can have the same kind of influence as the most successful CEOs celebrities and civic leaders **The Publishers Weekly**, 1987 [Library Journal](#), 1987 **Subject Guide to Books in Print**, 1971

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