Are You Making These Ten Common Business Writing Errors?
Are You Making These Ten Common Business Writing Errors?

Incorrect punctuation and grammatical errors can lead to misunderstandings, confusion, and a breakdown in communication.

These errors can lower your professional credibility and spoil your company’s image.

Are you making these errors out of carelessness?

Or do you need help mastering the rules of punctuation and grammar?
Study the following examples to understand common business writing errors.

**Don’ts**

- All *secretarys* must keep backup *copies* of their files. **plural noun errors**
- The proposal will be put to vote at the next *stockholders*’ meeting. **possessive noun error**
- Ali and *myself* were asked to reassign the project to Marta and her team. **pronoun case error**
- The file containing the important documents *were* finally located. **subject-verb agreement error**
- James Pereira my secretary will contact you soon. **comma error**

**Do’s**

- All *secretaries* must keep backup *copies* of their files.
- The proposal will be put to vote at the next *stockholders’* meeting.
- Ali and *I* were asked to reassign the project to Marta and her team.
- The file containing the important documents *was* finally located.
- James Pereira, my secretary, will contact you soon.
Study the following examples to understand common business writing errors.

**Don’ts**

- Either of the parties has the right to exercise **their** option to withdraw from the deal.  
  *pronoun-antecedent error*
- Business communication is being increasingly preferred in plain **english**.  
  *capitalization error*
- Our office has **2** branches now.  
  *number style error*
- Business communication should be conversational; therefore, familiar words should be used.  
  *semi-colon error*
- Our key goals are to increase production, reduce costs, and **the innovation in the product pipeline**.  
  *parallelism error*

**Do’s**

- Either of the parties has the right to exercise **its** option to withdraw from the deal.
- Business communication is being increasingly preferred in plain **English**.
- Our office has **two** branches now.
- Business communication should be conversational; therefore, familiar words should be used.
- Our key goals are to increase production, reduce costs, and **innovate the product pipeline**.
In this mini lesson, you worked with your coach to recognize ten common business writing errors.

Let’s Review

1) plural noun error
2) possessive noun error
3) pronoun case error
4) subject-verb agreement error
5) comma error
6) pronoun-antecedent error
7) capitalization error
8) number style error
9) semi-colon error
10) parallelism error

Let’s Practice

You work at _______ as a / an _______________. In your role, you need to mostly write _____, _____, and _______. Share a draft of your recent business writing with your coach. See if you can spot any of these ten common errors of punctuation and grammar in your own writing. Revise the errors with the help of your coach.