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>Title: Business Grammar, Style & Usage: The Desk Reference for Articulate and Polished Business Writing and SpeakingAuthor(s): Alicia AbellPublisher: Aspatore BooksDate: April 1, 2003Size: 89.41 KbFormat: CHM (can be opened without installing any program)Quality: ExcellentLanguage: American

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Let's get started with some grammar rules to help you with your business English. Remember to follow the steps above for each of the eight rules below! 8 Important English Grammar Rules That Anyone in Business Should Understand 1. The passive voice is used to shift the focus from the person doing the action to the action itself. The rule:

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