

Title:
Email Grammar Tips

Word Count:
490

Summary:
You may think there is no connection or relevance between constructing email messages with gra

Keywords:
email, commmunication, business, marketing, customer service

Article Body:
You may think there is no connection or relevance between constructing email messages with gra

In order for customers to buy your products or use your services, they must have confidence in

The same can be said for internal correspondence within a corporation. Coworkers in other dep

Since space prohibits a lengthy discussion on proper grammar, the following is a brief discuss

Fewer or Less
Determining whether to use the word ^fewer~ or the word ^less~ can be tricky. Here are two te

1. Quantifiable Method

One technique is called the quantifiable method. Ask yourself if you can count the individual

- If you can count the items, use ^fewer.~
- If you can't then count the items, use ^less.~

For example, you can count the number of email messages you receive. And, most people want FE

2. Much or Many Method

Here is the second technique to help you determine whether to use the word ^fewer~ or the word

If you can rephrase the sentence by using the word ^much,~ then you select the word ^less.~ C

- Many = ^fewer.~
- Much = ^less.~

Example

The following example demonstrates how to determine when to use the word ^fewer~ and when to u

Determining When to Use ^Fewer~ or ^Less~

Quantifiable Method:

- If you can count the items, use ^fewer.~

For example: There are fewer than six cars in the parking lot.

- If you cannot count the items, use ^less.~

For example: We had less gasoline in the car than we thought.

Much or Many Method:

- If you would use ^many,~ then use ^fewer.~

For example: She doesn't have many students.
Therefore, she has fewer students.

- If you would use ^much,~ then use ^less.~

For example: I don't have much time.
Therefore, I have less time.

Regardless of which method you use, be aware of the impression you're making with your email m

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