

## Examples of Common Business Writing Errors

<b>Sentence Structure</b>	Sentence fragments	Because she works Wednesday night. Client waiting reception area.
	Run-on sentences	Go to the cafeteria we need some cream we need some coffee. He came to the meeting he brought the report.
	Comma splices	Gerhart prepared a summary for the clients, Sophie presented it.
<b>Mechanical</b>	Misspelled words	mite instead of might
	Incorrect or missing punctuation	dont What are you going to do
	Extra capitalization (or none)	she stopped for printer paper at the Officesupply store.
<b>Grammatical</b>	Incorrect verb tenses	He starts a new project yesterday
	Shifts in tense	He gets a signature and delivered the package. She talked to Jamie and chats with Miguel.
	Incorrect subject-verb agreement	Roger and his co-worker is going to lunch
	Unclear pronoun references	I listened to Betty's and Martha's opinions and I agreed more with hers.
	Missing words	Luke the tractor
<b>Word Usage</b>	Improper or poor word or symbol choices that interfere with communication	there instead of their; to instead of too; & instead of and
<b>Style/Tone/Language</b>	Rude or casual language not consistent with standard business English used in written correspondence	messing up the manager's mind
<b>Organization</b>	Little or no organization; unclear focus or logic	The main points of the writing may be random or grouped in a disorganized fashion; the details of the writing may be disjointed or not grouped together logically.
	Incorrect or simple transitions	Incorrect transition: She said she left early to get to the

		meeting on time so she arrived late instead of ...but she arrived late. Simple transitions: words such as then and also
<b>Development</b>	Simple, repetitive, and/or general development	The development or depth of ideas is limited to simple, repetitive, and/or general statements

Taken from ACT – The Business Writing Assessment  
<https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/business-writing.html>