

TTU College of Business faculty members list the following student communication errors as the most irritating.

Tip # 1 from TTU faculty:

Communication that is too casual often seems to indicate lack of respect or lack of intelligence. You are educated and smart. You know how to conduct business for yourself and for others. Communicate clearly to avoid misunderstandings and to exhibit your professional competence.

- Proofread everything you write, even text messages.
- Eliminate irritating fillers such as *like, uh, um, and you know*.
- Study irregular verbs so you never use a helping word with a past tense verb (have ran, had sang, has went, have been gave).
- Do not switch to uneducated language as soon as you walk out of the classroom; for example, use standard English in the halls and on your cell phones.
- Address your professors and your supervisors with respect.
- Enunciate every single syllable distinctly.

Grammar and punctuation problem areas by category:

- Apostrophes

it's (<i>it is</i> or <i>it has</i>)	its (possessive)
dog (singular)	dogs (plural)
dog's (singular possessive)	dogs' (plural possessive)
- Words (see *Business Vocabulary* on Fatal Five site for more help)

affect	effect	
moral	morale	
sale	sell	
cite	sight	site
incite	insight	
- Verbs (see *Irregular Verbs* on Fatal Five site for more help)

do	did	have done
give	gave	have given
go	went	have gone
lead	led	have led
see	saw	have seen
write	wrote	have written
- Wording

It is only 25 mile to Nashville. (It is only 25 miles to Nashville.)
 You'uns ever been to Nashville? (Have you ever been to Nashville?)
 Ain't got no way to get home. (I don't have a way to get home.)
- Case

Me and Jim went to the dance. (Jim and I went to the dance.)
 Tom went to the dance with Jim and I. (Tom went to the dance with Jim and me.)