

The Need and Importance of Grammar in Business Communication





❧ Grammar may be simply defined as a system of rules that defines the grammatical structure of a language. It's a study of what is to be preferred and what avoided in inflection and syntax.

❧ In a broader sense, grammar can be defined as the whole system and structure of a language or languages in general, usually taken as consisting of syntax (the ordering of and relationship between the words and other structural elements in phrases and sentences) and morphology (the structure of words in a language, including patterns of inflections and derivation) and sometimes also phonology (the study of speech sounds) and semantics (the study of meaning in a language).



Grammar has been subdivided into two inter-related studies: The study of morphology and syntax. Morphology is the study of the structure of words in a language. And the syntax is about conforming to rules of syntax. It is basically the structure of sentences. Sentences have to follow certain structural rules in order to make sense.



Grammar is very important within the English language. Even though in today's fast paced world, everyone seems to be busy and to look for short cut methods, but the importance of learning grammar and improving grammatical skills cannot be underestimated.



It's also true that a language can be learnt through the ways in which it is used on day-to-day basis, but learning or improving grammar skills has its own value and importance and benefits.



❧ Good grammar skills not only help you communicate better, but also aid you greatly in reducing misinterpretations or misunderstanding between your colleagues and clients. Based on your proper grammatical skills you can write memos, emails and minutes of meetings, while it also facilitates you in giving business presentations effectively.



❧ Communication skills are important in every job. Since grammar is the foundation for effective communication, it is important to be taken seriously in the business world where you need to get your point across and communicate on various aspects of business. Hence, it can be rightly said that, in any form of communication, verbal or written, good grammar skills are very important.



❧ If there are times in which either the business operations are not done well or there might be delays, it may be due to miscommunication or misinterpretation of messages that need to be followed. In addition, incorrect grammar may also become one of the greatest causes in such situations.



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