One of the dilemmas in business English grammar word usage is choosing between who and whom; whoever and whomever.

**Two tips on choosing the right word**

1. **Who** can be used as both a singular and a plural pronoun.

   **Examples:**
   - The student who gets all the answers correct will be promoted.
   - The students who get all the answers correct will be promoted.

2. Choose the correct word by rephrasing the sentence to see if he or him fits.

   - If **he** fits, use **who**.
   - If **him** fits, use **whom**.

   **Examples:**
   - Who is responsible for making the copies? (Is **he** responsible?)
   - Whom do we ask to make the copies? (Do we ask **him** to bring the coffee?)
   - Give the job to whomever you please (Give the job to **him**)
   - Give the job to whoever wants it. (Does **he** want the job?)
   - Whoever wants the job will get it. (**He** will get the job.)

Practicing this usage in your work will make it easier to choose the correct word.