

Key to Correction Symbols:

I use these common symbols to indicate errors in your writing. Keep in mind that I may use additional symbols that are not on this sheet. I suggest that you discuss these symbols with me if you are unsure what they mean.

Intro? = This paper lacked a strong introduction. A strong introductory sentence is one that identifies the document by name, it's author, it's principal argument, i.e., the reason it was written, and your reason for writing the paper.

VT = *Incorrect verb tense. History should be written in the past tense.*

VTT = *Verb tense is incorrect throughout most of the paper. I only indicted one or two so you could see what I mean.*

FP = *Incorrect usage of first person perspective. Generally speaking, history should be written in the third person.*

Cap = *The word or words highlighted should have started with a capital letter. This most commonly occurs when students forget to capitalize proper nouns.*

??? = *Confusing passage. Ideas are not clear to the reader.*

AWK = *Awkward sentence structure or word choice that made a passage hard to follow.*

WC = *Word choice. Incorrect choice of a word. You should have used a different word to make your point.*

MW = *Missing word. This sentence, clause, or phrase is missing a word.*

CQ = *Colloquial. Colloquial refers to a style of writing that is conversational (how we talk on a daily basis). In academic writing, writers discard the colloquial style and embrace a more professional, analytical tone (i.e., academic writing).*

Frag = *Sentence fragment. Sentence fragments are usually missing a subject or verb, or they do not express a complete thought.*

PV = *Passive voice. You made the object of an action into the subject of a sentence. Example of passive voice – “The game was won by John.” A better way to phrase that would be “John won the game.”*

Rep = *Repetition. You repeat or restate something more than once or use the same words or phrases to begin a series of sentences.*

Stilted = *Stilted writing. Stilted writing is writing that doesn't flow well. It's awkward or jumpy. One sentence seems totally unrelated to the next. It just doesn't sound right*

when we read it. Try this: read what you wrote out loud, then ask yourself, “does it sound like a conversation?” Odds are the answer will be “no.”

S/V = A problem with subject-verb agreement. If the subject is singular, the verb must be singular too. If the subject is plural, the verb must also be plural. When the subject of the sentence is composed of two or more nouns or pronouns connected by and, use a plural verb.

Name? In formal writing you should always refer to a person by his or her full name – *Joseph Thompson* – or their last/family name – *Thompson*. **Never** just use their first name only – *Joseph*.

Words or passages highlighted in yellow indicate awkward sentence structure (syntax), a spelling mistake, a problem with punctuation, capitalization, a questionable choice of words (usage), or some other grammatical mistake.