

UNIT 1: Identifying Common Errors in Writing

1. Articles (A, An, The)



Definition:

Articles are words that define a noun as specific or unspecific.

Types of Articles:

1. **Definite Article (The)** - Used when referring to a specific noun.
 - Example: *The sun rises in the east.*
2. **Indefinite Articles (A, An)** - Used when referring to a general noun.
 - Example: *She bought a book.*

Common Errors in Articles:

-  Incorrect: *He is a honest man.*
-  Correct: *He is an honest man.*

2. Subject-Verb Agreement



Definition:

The subject and verb must agree in number (singular/plural).

Rules:

1. Singular subjects take singular verbs.
 - Example: *She **plays** the piano.*
2. Plural subjects take plural verbs.
 - Example: *They **play** football.*

Common Errors in Subject-Verb Agreement:

-  Incorrect: *The dog and the cat **is** friends.*
-  Correct: *The dog and the cat **are** friends.*

3. Prepositions

Definition:

Prepositions show relationships between nouns/pronouns and other words.

Common Prepositions:

- **Place:** in, on, at
- **Time:** before, after, during
- **Direction:** to, from, into

Common Errors in Prepositions:

- ❌ Incorrect: *He is married **with** her.*
- ✅ Correct: *He is married **to** her.*

4. Active and Passive Voice

Definition:

Active voice: Subject performs the action. Passive voice: Subject receives the action.

Examples:

- **Active:** *She wrote a letter.*
- **Passive:** *A letter was written by her.*

Common Errors in Active/Passive Voice:

- ❌ Incorrect: *The homework was completed by he.*
- ✅ Correct: *The homework was completed by him.*

5. Reported Speech (Direct and Indirect Speech)

Definition:

Reported speech is used to express what someone said without quoting them directly.

Rules:

1. Present Tense → Past Tense
 - Example: *She said, "I am happy." → She said she **was** happy.*
2. Past Tense → Past Perfect Tense
 - Example: *He said, "I went to the market." → He said he **had gone** to the market.*

Common Errors in Reported Speech:

- ❌ Incorrect: *She said she **is** going to the party.*
- ✅ Correct: *She said she **was** going to the party.*

6. Sentence Structure



Definition:

A correct sentence follows a logical structure with a subject, verb, and object.

Common Sentence Structures:

1. **Simple Sentence:** One independent clause.
 - Example: *She sings.*
2. **Compound Sentence:** Two independent clauses joined by a conjunction.
 - Example: *She sings, and he plays the guitar.*
3. **Complex Sentence:** One independent clause and one dependent clause.
 - Example: *She sings because she loves music.*

Common Errors in Sentence Structure:

-  Incorrect: *Because she was late.*
-  Correct: *She was late because of traffic.*

This document provides **detailed explanations, examples, and rules** to help identify and correct **common errors in writing**. Proper grammar ensures clear and effective communication!