1. **Attitude**

When we write, we should have the right attitude. We need to be careful for every word we write.

1. **Spelling check**

We can use spelling check in MS Word to see if there are any spelling mistakes.

1. **Noun plural**

We should check all nouns, Distinguish plurality of each noun. If we are not sure about that, we should look up into a dictionary.

Examples:

* Sensor: one sensor, two sensors, three sensors
* Mice: one mouse, two mice, three mice
* Fish: one fish, two fish, three fish
* Water: one **drop** of water, two **liters** of water, three **flasks** of water

1. **Punctuation**
2. Add a space after punctuation.
3. Be careful for the use of comma. The book “The Elements of Style” mentioned many regulations of using commas, we should read it.

Example:

* The panda eats shoots and leaves. (Correct)
* The panda eats, shoots and leaves. (Incorrect)

1. **Verb**

http://www.englishpage.com/images/verbs/simplepresentusual.gif

We should find every verb and put them on a line as showed above.

1. Find the right tense of each verb with the figure.
2. Check every verb to see if the verb is consistent with the subject.

Example:

* There are many people who like playing table tennis in china. (Correct)
* There are many people who likes playing table tennis in china. (Incorrect)

1. **Preposition**

Collect every preposition in the essay to see if it is used corrected. If we are not sure about the usage of the preposition, we may check the dictionary or we can use this website (<http://www.englishpage.com/prepositions/prepositions.html>). There are many prepositions collected in it.