

Correction Symbols

Meaning	Incorrect	Correct
P. punctuation	I live ^{P.} and go to school here ^{P.} Where do you work.	I live and go to school here. Where do you work?
O word missing	<u> </u> I working in a restaurant.	I am working in a restaurant.
cap. capitalization	It is located at <u>main</u> and <u>baker</u> ^{cap.} ^{cap.} <u>streets</u> in the <u>City</u> . ^{cap.}	It is located at Main and Baker Streets in the city.
t verb tense	I never <u>work</u> as a cashier until I ^t ^t <u>get</u> a job there.	I had never worked as a cashier until I got a job there.
S/v subject-verb agreement	The manager <u>work</u> hard. ^{S/v} There <u>is</u> five employees.	The manager works hard. There are five employees.
C make one word or sentence	Every <u>one</u> works hard. ^{S/v} We work together. <u>So</u> we have become friends.	Everyone Works hard. We work together, so we have become friends.
sp. spelling	The <u>maneger</u> is a woman. ^{sp.}	The manager is a woman.
pl. plural	She treats her employees like <u>slave</u> . ^{pl.}	She treats her employees like slaves.
/ unnecessary word	My boss she watches everyone all the time.	My boss watches everyone all the time.
w.f. wrong word form	Her voice is <u>irritated</u> . ^{w.f.}	Her voice is irritating.
w.w wrong word	The food is delicious. <u>Besides</u> , ^{w.w} the restaurant is always crowded.	The food is delicious. Therefore, the restaurant is always crowded.
ref. pronoun reference error	The restaurant's specialty is fish. ^{ref.} <u>They</u> are always fresh. The food is delicious. Therefore, it is always crowded	The restaurant's specialty is fish. It is always fresh. The food is delicious. Therefore, the restaurant is always crowded.

RO	run-on OR	Lily was fired she is upset.	Lily was fired, so she is upset.
CS	Comma splice (incorrectly joined independent clauses)	Lily was fired, she is upset.	Lily was fired; therefore, she is upset. Because Lily was fired, she is upset. Lily is upset, because she was fired.
FRAG	fragment (incomplete sentence)	She was fired. <u>Because she was always late.</u>	She was fired because she was always late.
T	add a transition	She was also careless. She frequently spilled coffee on the table.	She was also careless. For example she frequently spilled coffee on the table.
S.	subject	Is open from 6:00 PM until the last customer leaves.	The restaurant is open from 6:00 PM until the last customer leaves.
v.	verb	The employees on time and work hard.	The employees are on time and work hard.
prep.	preposition	We start serving dinner 6:00 PM.	We start serving dinner at 6:00 PM.
conj.	conjunction	The garlic shrimp, fried clams, broiled lobster are the most popular dishes.	The garlic shrimp, fried clams, and broiled lobster are the most popular dishes.
art.	article	Diners expect glass of water when they first sit down at table.	Diners expect a glass of water when they first sit down at the table.
//	Symbol for a paragraph		

sing.	singular	Can you give me a ^{sing} glasses of water?	Can you give me a glass of water?
inf.	informal word usage	It was ^{inf.} stupid of me to make such a remark.	It was foolish of me to make such a remark.
C	contractions should not be used	This shouldn't take place.	This should not take place.
Te	wrong transition has been used	His sister had a cold; ^{Te} however, Julie's family canceled the trip.	His sister had a cold; therefore, Julie's family canceled the trip.
Ap.	apostrophe error	My dogs' ^{Ap.} name is Milo. I have two pet's. ^{ap.}	My dog's name is Milo. I have two pets.
par.	parallelism error	I need to go to the store, buy some groceries and I deliver <u>the parcel also.</u> ^{par.}	I need to go to the store, buy some groceries and deliver the parcel.
Ind.	Leave space at beginning of every paragraph	^{Ind.} Firstly, it is important to know the recipe by heart.	Firstly, it is important to know the recipe by heart.