

# Spotting Errors

1. Read the sentence carefully. This is the foremost step in the process. Read it as many times as you can.
2. Most of the time, there are spelling mistakes in any part of the sentence.
3. check for the correct usage of helping verbs as per the subject in a sentence.

## Helping verb

## Subject

• is/has/does/was

all singular nouns &  
he/she/it

• am/do/was

I

• are/have/were

all plural nouns &  
you/we/they

4. check for the correct usage of main verbs in a sentence.

- do/does/did + 1<sup>st</sup> form of the main verb
- has/have/had + 3<sup>rd</sup> form of the main verb
- will/shall/would/should + 1<sup>st</sup> form of the main verb
- will be/shall be/would be/should be + ing form of the main verb

5. Always check if the sentence is framed in active/passive voice or direct/indirect speech

6. check for the correct usage of all the tenses in a sentence, for eg., indefinite tense, continuous tense, perfect tense, perfect continuous tense.

7.

In the case of perfect continuous tense, always remember that for is used for denoting a period of time or duration (i.e., 2 months, 2 years etc.) while since is used for denoting the point of time (i.e., 1959, yesterday, tonight etc.)

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8.

check for the correct usage of the following:

- there (used as an adverb to denote the position) while their (denotes a pronoun)
- who/whoever (used as a subject) while whom/whomever (used as an object)
- whose (used to identify who owns what)
- then (denotes time and is mostly used with 'if') while than (denotes comparison).



9. check for the correct usage of articles in a sentence for eg.

Indefinite articles : "a" used with all  
Consonants sound (eg. a kite)  
& "an" used with all vowel sounds  
eg. an MBA, an umbrella)

Definite articles : "the" used when you are  
talking about something specific,  
historic places, planets, names of some  
continents / countries / ocean / rivers, etc  
(like the United States of America,  
the United Kingdom, the Amazon, the Indian  
Ocean etc.

10. check for the correct usage of proper nouns  
and if they are written in Capital letters  
for eg. Necta Arora, the Great Wall of  
China etc.

11. Check for the correct usage of noun/pronoun/adjectives and adverbs in a sentence. Also check if proper conjunctions and prepositions have been used.

12. Always remember that generally, if one part of a sentence is in the past tense, the other half should also be in the past tense.

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