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**Materia:** All Classes. All Levels  
**Licenciatura:** Interpretación y Traducción

Polished, professional writing

- is formatted correctly and consistently.
- is free from grammatical, punctuation, and spelling errors.
- is free from run-on sentences and verbosity.
- maintains a consistent voice and style.
- maintains a logical structure and order.

### Key to Common Errors in Written Assignments

Area	Criteria	Error Code
<b>Presentation and Formatting</b>	<ul style="list-style-type: none"> <li>• margins; font; headings; overall document layout</li> </ul>	1
<b>Grammar/Punctuation/Spelling/Style</b>	<ul style="list-style-type: none"> <li>• subject-verb agreement; tense usage; modifiers; punctuation marks; spelling; consistency of voice and tone</li> </ul>	2
<b>Run-on Sentences/Fused Sentences/Wordiness</b>	<ul style="list-style-type: none"> <li>• overly long sentences; sentences joined awkwardly; verbosity</li> </ul>	3
<b>Structure</b>	<ul style="list-style-type: none"> <li>• logical organization and coherence</li> </ul>	4

**Note:** Please see me during work time for a detailed explanation and suggested amendments.

### Examples

#### Error Code 2

Incorrect: He loves pizza, he eats it every day.

Correct: He loves pizza; he eats it every day.

Incorrect: Their going to the park later.

Correct: They're going to the park later.

Passive: The cake was eaten by the children.

Active: The children ate the cake.

Incorrect: The group of students are going to the library.

Correct: The group of students is going to the library.

Vague: The event was fun.

Specific: The concert had great music, energetic dancing, and delicious food.

Incorrect: The team won the game because they played well as a team.

Correct: The team won the game because of their excellent teamwork.

Incorrect: She was writing her essay and writes the conclusion.

Correct: She was writing her essay and concluded it.

### **Error Code 3**

Incorrect: She went to the store she forgot to buy milk.

Correct: She went to the store, but she forgot to buy milk.

Incorrect: I love coffee I drink it every morning.

Correct: I love coffee, and I drink it every morning.

### **Error Code 4**

Poor Structure: I love traveling. Here are tips for travel. Traveling is fun.

Better Structure: Traveling is a passion of mine. In this article, I'll share tips to make your trips more enjoyable.