

Docente: Bruce D. Marron
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
Presentation and Formatting	<ul> <li>margins; font; headings; overall document layout</li> </ul>	1
Grammar/Punctuation/ Spelling/Style	<ul> <li>subject-verb agreement; tense usage; modifiers; punctuation marks; spelling; consistency of voice and tone</li> </ul>	2
Run-on Sentences/Fused Sentences/Wordiness	overly long sentences; sentences joined awkwardly; verbosity	3
Structure	logical organization and coherence	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.