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| Formatting errors (headings & graphics) | | | |
| ✓ if correct |  | Line # | Description of error |
|  | 1. | 2 | Used a Serif typesetting |
|  | 2. | 14 | Used boldface |
|  | 3. | 19 | Inconsistent with italicizing headings |
|  | 4. | 19 | Did not indent the subsection |
|  | 5. | 19 | Jumped from 3.3.1 to 3.3.3 |
|  | 6. | 12 | Used Serif typesetting for caption |
|  | 7. | 17 | Did not spell out “two” |
|  | 8. | 12 | Perhaps should have specified that the units are in millions. |
|  | 9. | 22 | Figure title is vague, should specify which school the chart is for. |
|  | 10. | 22 | Missing a section of the pie chart for Native Americans (poor chart size choice). |

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| Who v. That | | | |
|  | 1. | 4 | “Its function will appeal to people \_\_\_ “ |

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| Missing introduction or figure integration | | | |
|  | 1. | 11 | Could have introduced Table 3.1 (which is more of a figure than a table) |
|  | 2. | 22 | The figure discusses the ethnic demographics, when the text doesn’t mention anything about ethnicity.3 |

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| Typos/spelling errors | | | |
|  | 1. | 10 | “Consumpsion” vs “Consumption” |
|  | 2. | 3 | “its” instead of “it’s” |
|  | 3. | 3 | “it’s” instead of “its” |
|  | 4. | 21 | Did not capitalize “figure 3.3” |
|  | 5. | 5 | Capitalized “Section”6 |

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| Informal or vague language | | | |
|  | 1. | 17 | “If things work out well for us” |
|  | 2. | 3 | “Our business will be a huge success.” How will it be a huge success? It’s not proper to just state that it will. |

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| Citation errors | | | |
|  | 1. | 26 | Endnotes not in Arabic typesetting |
|  | 2. |  |  |
|  | 3. |  |  |
|  | 4. |  |  |

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| **Total # of errors found after first pass\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  [team members initials]  **==========================================**  **Total # of errors verified with key\_\_\_\_\_\_\_\_** |

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| Punctuation errors | | | |
|  | 1. | 10 | Missing comma after “Each year” |
|  | 2. | 6 | Used a semi-colon when a comma seems better |
|  | 3. | 6 | No comma after “analysis” |
|  | 4. | 16 | Could have connected the two sentences with a comma. |

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| Personal pronouns | | | |
|  | 1. | 3 | “Our” |
|  | 2. | 3 | “We” |
|  | 3. | 17 | “Us” |