

Writing Across the Curriculum @ College of San Mateo




Proofreading Symbols

Symbol

Error

Example

(Some instructors note errors in the margins of the papers while some make their notations directly above the error; see first example.)

| | | |
|---|--|--|
| RO RTS | run-on sentence run-together sentence | RO or RTS I like <u>movies my</u> favorite is Star Wars. RO or RTS |
| CS | comma splice | I like <u>movies, my</u> favorite is Star Wars. |
| frag | sentence fragment | <u>After they went to the movie.</u> They went home. |
| vt, tense | incorrect verb tense | When I was a child, my family <u>visit</u> Agra. |
| vf | incorrect verb form | I <u>am come</u> from Vietnam. |
| wf | incorrect word form | I <u>belief</u> what you are telling me. |
| pl, sg/pl | plural error | I read seven <u>book</u> last summer. |
| poss | possessive | The <u>students</u> phone kept ringing in class. |
| hom | homonym | You must decide whether <u>your</u> going to go to college. I would rather go swimming <u>then</u> ride my bike. |
| pro ref npn | pronoun reference noun-pronoun reference/agreement | These apples are rotten; don't buy <u>it</u> . “ “ |
| art | article | If <u>a</u> weather changes, I will go home. |
| wc | word choice | She <u>said</u> me to go home. |
| ww | wrong word | It was an <u>allusion</u> in his mind. |
| sp | spelling | It was <u>certinly</u> enjoyed the show. |
| O | missing word or punctuation | Joe reads the <u>every</u> day. I like Italian <u>Mexican</u> and Thai foods. |
| // | parallel structure | It is not necessarily always junk foods that make people obese, fat or overweight, but other situations that cause obesity are laziness, psychological depression, and <u>genetically overweight</u> . |
| vague ref | vague reference | The president is considering legislation on global warming. <u>This</u> is a problem because . . . |
|  | word order | I <u>only have</u> two choices. Additionally, <u>the staff serves three times a day</u> reduced calorie meals. |
|  | insert | She <u>going</u> for a walk. |
|  | delete | <u>A</u> dogs are running at the park. |

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| | | |
|---------------------------|--|---|
| ⏏ | combine | Some teachers assign too much <u>home work</u> . |
| × | remove space | I will love <u>you</u> forever. |
| ↘ | add space | Everyone should read at least one <u>goodbook</u> a year. |
| cap, <u> </u> | capitalize letter | I live in <u>oakland</u> . |
| /, lc <u> </u> | use lowercase letter | Her <u>M</u> other works for PG&E. |
| wdy | wordy | <u>At this point in time</u> , we now must do something <u>today</u> . |
| pass | inappropriate use of passive voice | The two candidates arrived for the televised debate. <u>A comment was soon made</u> that was controversial. |
| red | redundant | Her cheeks were red <u>in color</u> . |
| rep | repetitive | Her <u>pink</u> cheeks were very pink. |
| cliché | inappropriate or ineffective use of a cliché | I'll be ready <u>quick as a wink</u> . |
| [] | omit words in brackets | The novel <i>Beloved</i> by Toni Morrison explains how <u>symbolized</u> trees represent the positive and negative parts of life. Some people are able to forget the past, but <u>according to Lois, her</u> memories of the time she spent with her friend Lucy are still with her. (Note the need to add an apostrophe after “Lois” once the bracketed words are deleted.) |
| dangl | dangling modifier | While taking a shower, the phone rang. |
| mixed st | mixed structure | In this review by Michael Bauer says that the food at LuLu is still great. |
| ss | sentence structure | Not until Imagination Farms wants to make an agreement with the entertainment company to put their cartoons on fresh produce so that this epidemic, childhood obesity, can be stopped. (Note: While this is technically a sentence fragment, the real problem is that the student seems unaware that he has not finished his thought.) |
| <u>Explanation</u> | | |
| ¶ | indent | Indent for a new paragraph here. |
| no ¶ | do not indent | Do not indent for a new paragraph here. |
| ¶ dev | paragraph development | More supporting details needed. |
| coh | coherence | Connections between ideas are not apparent. |
| trans | transition | Connecting word or phrase is needed here. |
| ?, uncl | unclear | Sentence, or part of sentence, is not clear. |
| awk | awkward | Wording is unconventional. |

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