

## Correction Symbols

Below, you will find common symbols that your instructors may use to indicate errors in your writing. Also, keep in mind that your instructors may use additional symbols that are not on this sheet. We suggest that you discuss these symbols with your instructors if you are unsure what they are asking you to correct.

Symbol	Meaning	Incorrect	Correct
P	Punctuation	I live <sup>P</sup> work, and go to school in Walnut.	I live, work, and go to school in Walnut.
=	Capitalization Needed	The <u>d</u> odgers play in <u>l</u> os <u>a</u> ngeles.	The Dodgers play in Los Angeles.
VT	Verb Tense	I never <sup>VT</sup> work as a cashier until I got a job there.	I never worked as a cashier until I got the job there.
SV	Subject-verb Agreement	The manager <sup>SV</sup> work hard.	The manager works* hard.  *This is just one correct tense that can be used. Depending on the time of the action, conjugate accordingly.
TS	Tense Shift	After I went to the store, I <sup>TS</sup> eat the ice cream I bought.	After I went to the store, I ate the ice cream I bought.
∩	Close Space	Every ∩one works hard.	Everyone works hard.
#	Space Needed	Going <sup>#</sup> to class is awesome.	Going to class is awesome.
SP	Spelling	The <sup>SP</sup> maneger is a woman.	The manager is a woman.
PL	Plural	<sup>PL</sup> Apple are the most nutritious fruit.	Apples are the most nutritious fruit.
∅	Unnecessary Word	The student <del>she</del> studies all the time.	The student studies all the time.
O	Missing Word	Please don't <sup>O</sup> me that question anymore.	Please don't ask me that question anymore.

WF	Wrong Word Form	Her voice is <sup>WF</sup> <u>delighted</u> .	Her voice is delightful.
WW	Wrong Word	The food is delicious. <sup>WW</sup> <u>Besides</u> , the restaurant is always crowded.  The apple is <sup>WW</sup> <u>delighted</u> .	The food is delicious. Therefore, the restaurant is always crowded.  The apple is delicious.
W	Wrong Word Order	Friday <u>(always is)</u> our busiest day.	Friday is always our busiest day.
PN	Pronoun Reference Error	The restaurant's specialty is fish. <u>They</u> are always fresh. <sup>PN</sup>	The restaurant's specialty is fish. It is always fresh.
RO	Run-on (Fused Sentence)	Lily is hardworking <sup>RO</sup> <u>she is</u> employee of the month.	Lily is hardworking, so she is employee of the month. OR Lily is hardworking; therefore, she is employee of the month. OR Because Lily is a hard worker, she is employee of the month. OR Lily is employee of the month because she is a hard worker.
CS	Comma Splice	Lily is a hard worker <sup>CS</sup> <u>,</u> she is employee of the month.	Same as above run-on corrections
Frag.	Fragment	She was selected. <sup>Frag.</sup> <u>Because she sets a good example.</u>	She was selected because she sets a good example.
T	Transition Needed	Mt. SAC has many great services. <sup>T</sup> The Writing Center helps students improve their writing.	Mt. SAC has many great services. For example, the Writing Center helps students improve their writing.
S	Subject Needed	<sup>S</sup> Is open from 6 p.m. until the last customer leaves.	The restaurant is open from 6 p.m. until the last customer leaves.
V	Verb Needed	The employees <sup>V</sup> on time and work hard.	The employees are on time and work hard.

Prep.	Preposition Needed	We start serving dinner <u>6</u> p.m. <sup>Prep.</sup>	We start serving dinner at 6 p.m.
Conj.	Conjunction Needed	The garlic shrimp, fried clams, <u>and</u> broiled lobster are the most popular dishes. <sup>Conj.</sup>	The garlic shrimp, fried clams, and broiled lobster are the most popular dishes.
Art.	Article Needed	Diners expect <u>a</u> glass of water when they first sit down <u>at</u> table. <sup>Art.</sup>	Diners expect a glass of water when they first sit down at the table.
//	Faulty Parallelism	He enjoys watching movies, riding his bike, and <u>to go to</u> Disneyland. <sup>//</sup>	He enjoys watching movies, riding his bike, and going to the movies.
Coll.	Slang/ Colloquialism	I am going <u>2</u> class right now. <sup>Coll.</sup> My daughter loves <u>PBJ</u> sandwiches. <sup>Coll.</sup>	I am going to class right now. My daughter loves peanut butter and jelly sandwiches.
DM	Dangling Modifier	<u>Going to the store</u> , the traffic was unusually heavy. <sup>DM</sup>	Going to the store, I noticed the traffic was unusually heavy. OR I realized the traffic was unusually heavy as I went to the store.
Syn.	Syntax	I to the store with Dan <u>went</u> . <sup>Syn.</sup>	I went to the store with Dan.
Awk.	Awkward	<u>The house of my mother</u> is always clean. <sup>Awk.</sup>	My mother's house is always clean.

Symbol	Meaning	Type of Error	How to Correct Error
Rep.	Repetitive	This error occurs, often times, when a writer repeats the same idea, word(s), concepts, etc.	Take out repetitive material and revise accordingly.
???	Confusing Passage	Ideas are not clear to the reader.	Clarify ideas and revise accordingly.

#### Formatting Correction Symbols

¶	Begin a New Paragraph	Paragraph covers unrelated/new topic.	Look for a break in thoughts/ideas and revise accordingly.
→	Indent	The beginning of each paragraph should be indented.	Hit the "tab" button on the keyboard.