

Editing Symbols

Symbol	Meaning	Example of Error	Corrected Sentence
p	punctuation	I live ^p and go to school here ^p Where do you work ^p .	I live and go to school here. Where do you work?
^	missing word	I ^{am} working in a restaurant. [^]	I am working in a restaurant.
cap	capitalization	It is located at ^{cap} main and ^{cap} baker ^{cap} streets in the ^{cap} City.	It is located at Main and Baker Streets in the city.
vt	verb tense	I never ^{vt} work as a cashier until I ^{vt} get a job there.	I had never worked as a cashier until I got a job there.
s/v agr	subject-verb agreement	The manager ^{s/v agr} work hard. There ^{s/v agr} is five employees.	The manager works hard. There are five employees.
pron agr	pronoun agreement	Everyone works hard at ^{pron agr} their jobs.	All the employees work hard at their jobs.
()	connect to make one sentence	We work together. ^() So we have become friends.	We work together, so we have become friends.
sp	spelling	The ^{sp} maneger is a woman.	The manager is a woman.
sing/pl	singular or plural	She treats her ^{sing/pl} employees like <u>slave</u> .	She treats her employees like slaves.
X	unnecessary word	My boss she watches everyone all the time.	My boss watches everyone all the time.
wf	wrong word form	Her voice is ^{wf} irritated.	Her voice is irritating.

Symbol	Meaning	Example of Error	Corrected Sentence
ww	wrong word	The food is delicious. ww Besides, the restaurant is always crowded.	The food is delicious. Therefore, the restaurant is always crowded.
ref	pronoun reference error	The restaurant's specialty is fish. They are always fresh.	The restaurant's specialty is fish. It is always fresh.
		The food is delicious. ref Therefore, it is always crowded.	The food is delicious. Therefore, the restaurant is always crowded.
wo OR ~	wrong word order	Friday (always) is our busiest night.	Friday is always our busiest night.
ro	run-on sentence	ro [Lily was fired she is upset.]	Lily was fired, so she is upset.
cs	comma splice	cs [Lily was fired, she is upset.]	Lily was fired; therefore, she is upset. Because Lily was fired, she is upset. Lily is upset because she was fired.
frag	fragment	She was fired. frag [Because she was always late.]	She was fired because she was always late.
		frag [Is open from 6:00 p.m. until the last customer leaves.]	The restaurant is open from 6:00 p.m. until the last customer leaves.
		frag [The employees on time and work hard.]	The employees are on time and work hard.
choppy	choppy writing	choppy [I like the work. I do not like my boss. I want to quit.]	Even though I like the work, I do not like my boss, so I want to quit.

Symbol	Meaning	Example of Error	Corrected Sentence
not //	not parallel	Most of our regular customers are ^{not //} friendly and generous tippers.	Most of our regular customers are friendly and tip generously.
sub	subordinate	The tips are good, ^{sub} [and all the employees share them.]	The tips, which all of the employees share, are good.
prep	preposition	We start serving dinner ^{prep} 6:00 p.m. ^	We start serving dinner at 6:00 p.m.
conj	conjunction	Garlic shrimp, fried ^{conj} clams, broiled lobster ^ are the most popular dishes.	Garlic shrimp, fried clams, and broiled lobster are the most popular dishes.
art	article	Diners in the United States expect glass of water when they first sit down.	Diners in the United States expect a glass of water when they first sit down.
Ⓓ	add a transition	The new employee was careless. [Ⓓ] She frequently spilled coffee on the table.	The new employee was careless. For example, she frequently spilled coffee on the table.
¶	start a new paragraph		
nfs/nmp	needs further support/needs more proof. Add some specific details (example, facts, quotations) to support your point.		