

Appendix 2: Editing Symbols

Symbols for mistakes in grammar and mechanics

Symbol	Explanation	Sentence marked with symbols	Corrected sentence
1. \textcircled{sp}	spelling error	Bev and Carol are $\textcircled{teechers}$.	Bev and Carol are teachers.
2. $\textcircled{\cup}$	Connect and make one word.	They like to work $\textcircled{\cup}$ gether.	They like to work together.
3. $\textcircled{\wedge}$	Add something.	They $\textcircled{\wedge}$ born in Texas.	They were born in Texas.
4. \textbackslash	Omit this.	They are \textbackslash good friends.	They are good friends.
5. ww	wrong word	Carol lives at ww Austin, Texas.	Carol lives in Austin, Texas.
6. wf	right word, wrong form	Both of them enjoy wf teach.	Both of them enjoy teaching.
7. $\#$	number error, singular \leftrightarrow plural	They met fifteen $\#$ year ago.	They met fifteen years ago.
8. $poss$	Use possessive form.	$poss$ Bev home is now in New York City.	Bev's home is now in New York City.
9. vt	verb tense error	Carol vt work in Malaysia in 1986.	Carol worked in Malaysia in 1986.
10. $sv\ agr$	subject-verb agreement error	Bev $sv\ agr$ have two sons.	Bev has two sons.
11. $pro\ agr$	pronoun agreement error	Carol always enjoys $pro\ agr$ himself at parties.	Carol always enjoys herself at parties.
12. rep	repetition	Every day Carol has rep coffee daily.	Every day Carol has coffee.
13. \textasciitilde	word order error	They taught \textasciitilde in Algeria English.	They taught English in Algeria.
14. c, ϕ	capitalization error	c both of them like ϕ Languages.	Both of them like languages.
15. $p, \text{\textbackslash}$	punctuation error	They both, \textbackslash speak p French	They both speak French.

16. () ^R	run-on sentence	(Bev taught in Mexico, it was great.) ^R	Bev taught in Mexico. It was great.
17. () ^F	fragment error	(After they taught French.) ^F	After college they taught French.
18. ¶, ¶	paragraph error		

Symbols for types of words

19. S	subject	Ⓢ ^ Worked in Tunisia.	Carol worked in Tunisia.
20. V	verb	Ⓥ Carol ^ also a lawyer.	Carol is also a lawyer.
21. aux	auxiliary verb	ⓐux Where ^ Bev learn Spanish?	Where did Bev learn Spanish?
22. pron	pronoun	ⓓ Bev loves ^ husband very much.	Bev loves her husband very much.
23. prep	preposition	ⓓ In 1983 they went ^ Toronto.	In 1983 they went to Toronto.
24. art	article	ⓐ Bev wants to take ^ trip to Brazil.	Bev wants to take a trip to Brazil.
25. adj	adjective	ⓐdj Carol and Bev wrote a wf. use adv wonderfully book.	Carol and Bev wrote a wonderful book.
26. adv	adverb	ⓐdv Carol and Bev make friends wf. use adv quick.	Carol and Bev make friends quickly.
27. conj	conjunction	ⓐ Both of them like Chinese, Japanese, ^ Thai food.	Both of them like Chinese, Japanese, and Thai food.

Ingram, B. and King, C. (1988). *From Writing To Composing*. Cambridge: Cambridge University Press.