



## Minnesota English Language Program Editing Guide

When grading papers, faculty can use the following symbols to give students a guide to correct their mistakes. This approach empowers students to analyze and correct their errors, and can also save faculty time. Check out [esl.umn.edu](http://esl.umn.edu) for more teaching tools.

Symbol	Meaning	Example	Correction
<b>C</b>	If letter is lowercase, <b>capitalize</b> it. If letter is capitalized, make it <b>lowercase</b> .	In <u>china</u> , the color red is lucky.  I forgot my <u>C</u> omputer at home.	In China, the color red is lucky.  I forgot my computer at home.
<b>CS</b>	This is a <b>comma splice</b> . You need to add a conjunction or semi-colon after the comma, or start a new sentence.	<b>CS</b> There are five parts, <u>each</u> one has three pages.	There are five parts, and each one has three pages.
<b>FRAG</b>	This is not a sentence; it's only part, or a <b>fragment</b> . Make it a complete sentence.	I like chocolate ice cream. <u>Because it is delicious.</u> <b>FRAG</b>	I like chocolate ice cream, because it is delicious.
<b>NN</b>	You should delete unnecessary information in your sentence.	<b>NN</b> I agree <u>with it</u> , because...	I agree, because...
<b>PAR</b>	Use a similar part of speech or word form in each part of your sentence to improve balance and clarity.	<b>PAR</b> We wanted to <u>choose our own project and working together</u> .	We wanted to choose our own project and work together.
<b>REF</b>	It's not clear what noun this pronoun refers to (it might be an agreement problem).	The researchers need to be careful during all the steps of their study. Otherwise, <u>it</u> can be a problem. <b>REF</b>	The <i>researchers</i> need to be careful during all the steps of their study. Otherwise, they can have a problem. <b>or</b> The researchers need to be careful during all the steps of their study. Otherwise, a small mistake can be a problem.



Symbol	Meaning	Example	Correction
RO	This is a <b>run-on sentence</b> . You forgot to separate two sentences with a period.	<b>RO</b> I like chocolate <u>cake it</u> is delicious.	I like chocolate cake. It is delicious.
SP	Check the <b>spelling</b> .	<b>SP</b> I like to eat <u>frute</u> for breakfast.	I like to eat fruit for breakfast.
SV	Change your <b>subject and/or verb</b> so they agree.	<b>SV</b> <u>Every problem have</u> a solution.	Every problem has a solution.
VT	Use a different <b>verb tense</b> .	<b>VT</b> I <u>come</u> to Minnesota last week.	I came to Minnesota last week.
WF	Keep the same basic word, but use a different <b>form of the word</b> (part of speech)	<b>WF</b> I want to <u>success</u> this semester.	I want to succeed this semester.
WW	You have the <b>wrong word</b> . Use a different one.	<b>WW</b> My teacher <u>says</u> me to study.	My teacher tells me to study.
⌋	These two words should be together as one word.	However, Croix's density theory does not apply every where. ⌋	However, Croix's density theory does not apply everywhere.
^	<b>Add something here:</b> maybe a preposition, an article or a verb.	I like to listen music. <b>^prep</b> The problem very difficult. <b>^verb</b>	I like to listen to music. The problem is very difficult.
?	This part is not clear. I don't know what you're trying to say.		
#	You have a number problem. Change singular to plural or plural to singular.	<b>#</b> This <u>ideas</u> was very influential to him.	This idea was very influential to him.