



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 <u>m</u> ain and <u>b</u> aker <u>s</u> treets in the <u>C</u> ity. | It is located at Main and Baker Streets in the city. |
| vt | verb tense | I never <u>w</u> ork as a cashier until I <u>g</u> et a job there. | I had never worked as a cashier until I got a job there. |
| s/v agr | subject-verb agreement | The manager <u>w</u> ork hard. There <u>i</u> s five employees. | The manager works hard. There are five employees. |
| pron agr | pronoun agreement | Everyone works hard at <u>t</u> heir 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 <u>m</u> anager is a woman. | The manager is a woman. |
| sing/pl | singular or plural | She treats her employees like <u>s</u> lave. | She treats her employees like slaves. |
| × | unnecessary word | My boss s he watches everyone all the time. | My boss watches everyone all the time. |
| wf | wrong word form | Her voice is <u>i</u> rritated. | 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. ^{ref} They are always fresh. | The restaurant's specialty is fish. It is always fresh. |
| | | The food is delicious. Therefore, ^{ref} it is always crowded. | The food is delicious. Therefore, the restaurant is always crowded. |
| wo OR ~ | wrong word order | Friday ^{wo} always is our busiest night. | Friday is always our busiest night. |
| ro | run-on sentence | [Lily was fired she is upset.] ^{ro} | Lily was fired, so she is upset. |
| cs | comma splice | [Lily was fired, she is upset.] ^{cs} | 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. |
| | | [Is open from 6:00 p.m. until the last customer leaves.] ^{frag} | The restaurant is open from 6:00 p.m. until the last customer leaves. |
| | | [The employees on time and work hard.] ^{frag} | The employees are on time and work hard. |
| choppy | choppy writing | [I like the work. I do not like my boss. I want to quit.] ^{choppy} | 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 6:00 p.m. ^{prep} ^ | We start serving dinner at 6:00 p.m. |
| conj | conjunction | Garlic shrimp, fried clams, ^{conj} 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. | | |
| awk | awkward | | |
| ? | rewrite/restructure | | |