Editing for accuracy

Grammar and punctuation
What errors should you look for?

<table>
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<th>Grammar</th>
<th>Articles, prepositions, subject-verb agreement, tense, verb forms</th>
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<td>Use of common punctuation marks to improve coherence and unity (eg, commas, semi-colons, colons)</td>
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**Key to symbols used in this presentation:**

- * incorrect grammatical forms
- ^ missing grammatical element
- () ✓ corrections
Grammar errors:
subject-verb agreement/determiner-noun agreement/general statements

- **no subject-verb agreement**
- **no determiner-noun agreement**
- **incorrect use of singular noun in general statements**

- The greatest *loss* of lives following the disaster *have* (has) occurred through lava flows and tsunamis.

- *This* *two* (These two) graphs show similar trends. Each *variables* (Each variable) is plotted.

- *University* (Universities) all over the world have support *service* (services) for international *student* (students).
• The government *introduced* the new laws two years ago. The aim *is* (*was*) *to* reduce accident rates.

• The price of oil *rose* (*has risen*) by 3% in the last three months.
Grammar errors: verbs

missing verb to be (is/are/has/have)

- Human activities *harming* (are harming) the environment.

incorrect use of active and passive

- The image *was connoted* (connoted – active voice) a sense of tranquility.
- The robots *programmed* (are programmed – passive voice) to perform a range of tasks without human intervention.

incorrect verb forms (especially past participles)

- The city *was destroy* (was destroyed) by the cyclone.
- The criminals *can be make* (can be made) to work in the mines.
Grammar errors: verb complements

V+ing /to+V confusion

* To study hard is the key to success.
✓ Studying hard is the key to success.

* Doing well, it is important to have good time management skills.
✓ To do well, it is important to have good time management skills.

* The engineers designed a new model *use the new specifications.
✓ The engineers designed a new model using the new specifications. OR
✓ The engineers designed a new model which uses the new specifications.
Example of Grammar Errors: Articles

**missing article (a/an/the)**

* Teacher asks students to read chapter on time management.
* New Zealand government is planning to introduce new and fairer tax system next year.

- The teacher asks the students to read the chapter time management.
- The New Zealand government is planning to introduce a new and fairer tax system next year.

**wrong article**

* This is a important issue.

- This is an important issue. (noun after article begins with a vowel sound)

**article used when not needed (for abstract ideas)**

* The time management is important.

- Time management is important.
Grammar errors: prepositions

**missing preposition**

The majority ^ people are against the proposal.
The majority *of* people are against the proposal.

**wrong preposition**

We are concerned *of* the problem.
We are concerned *about* the problem.

**incorrect preposition after a noun/verb/adjective**

The impact *to* the environment is considerable.
These practices relate *with* the scientific management theory.
The gangsters are capable *for causing damage to the neighbourhood*.
The impact *on* the environment is considerable.
These practices relate *to* the scientific management theory.
The gangsters are capable *of* causing damage to the neighbourhood.
In the middle of the first semester, students are required to give presentations. However, many fail to fulfill the requirement.

According to a survey conducted by New Zealand’s Department of Conservation in 2007, carbon emissions have risen by 35% in five years. In fact, this is much higher than predicted.

Semi-colons (;) and colons (:) are also problematic. Review often.