

# Editing for accuracy

Grammar and Sentences

# What errors should you look for?

<b>Grammar</b>	Articles, prepositions, subject-verb agreement, tense, verb forms
<b>Sentence structure</b>	Comma splices, sentence fragments, run-on sentences, overlong sentences, misplaced clauses, word order
<b>Cohesion</b>	Use of appropriate linking words/transitions to build ideas logically in extended writing
<b>Punctuation</b>	Use of common punctuation marks to improve coherence and unity (eg, commas, semi-colons, colons)
<b>Use of vocabulary</b>	Spelling, word choice, correct word forms (parts of speech)

## 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

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

## no determiner-noun agreement

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

## incorrect use of singular noun in general statements

- \*University (**Universities**) all over the world have support \*service (**services**) for international \*student (**students**).

# Grammar errors: tenses

## inconsistent tense use

- The government \*introduced the new laws two years ago. The aim \*is (**was**) to reduce accident rates.

## wrong tense used

- 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 <sup>^</sup>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.

# 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.



# Sentence structure errors 1: comma splices

comma splice (connecting 2  
independent clauses with a comma)



*\*There will be a number of internet developments in the next few years, one of these is the computer video.*

**Write two sentences:** There will be a number of internet developments in the next few years. One of these is the computer video.

**Use a semi-colon:** There will be a number of internet developments in the next few years; one of these is the computer video.

**Use a linking word:** There will be a number of internet developments in the next few years, and one of these is the computer video.

# Sentence structure errors 2: sentence fragments

## sentence fragments (incomplete sentences)

*Practising good time management has many benefits for university students.  
\*For example, a good balance between study and social life.*

*Tight control of government spending is seen as the key to recovery. \*Although unemployment increased by 250,000 last month.*

✓ Practising good time management has many benefits for university students. For example, it can help them to maintain a good balance between study and social life.

✓ Although unemployment increased by 250,000 last month, tight control of government spending is seen as the key to recovery.

**OR**

✓ Tight control of government spending is seen as the key to recovery, although unemployment increased by 250,000 last month.

# Sentence structure errors 3: overlong sentences

## over-long sentence

\* *Companies involved in the pollution had two choices – either clean up or pay a small fee to the government and as a result, pollution continued as it was cheaper for them to pay the fine than to clean up, but this is changing and today companies are aware of the problem and include decontamination in their cost estimates, although the system is not perfect.*

✓ Companies involved in the pollution had two choices – either clean up or pay a small fee to the government. As a result, pollution continued as it was cheaper for them to pay the fine than to clean up, but this is changing. Today, companies are more aware of the problem and include decontamination in their cost estimates, although the system is not perfect. **(three sentences)**

# Sentence structure errors 4: run-on sentences

run on/fused sentence – two independent sentences connected without appropriate punctuation

- \* *The average wage was twenty-five dollars a week this was hardly enough for a family to live on.*
- ✓ **Write two sentences:** The average wage was twenty-five dollars a week. This was hardly enough for a family to live on.
- ✓ **Use a semi-colon:** The average wage was twenty-five dollars a week; this was hardly enough for a family to live on.
- ✓ **Use a linking word:** The average wage was twenty-five dollars a week, **but** this was hardly enough for a family to live on.

# Sentence structure errors: misplaced clauses

## misplaced clauses/wrong word order

*The camera cover which is made of strong plastic must be able to deal with a force of 750N \*which is the equivalent of a man's weight, so that sharp camera parts cannot fall out.*

*One of the problems facing international students at Auckland University is communicating with native speakers, \*especially the those from non-English speaking countries.*

- ✓ The camera cover, which is made of strong plastic, protects the sharp camera parts and prevents them from falling out. It must be able to deal with a force of 750N which is the equivalent of a man's weight.
- ✓ One of the problems facing international students at Auckland University, especially those from non-English speaking countries, is communicating with native speakers.

# Cohesion errors : faulty parallelism

**faulty parallelism  
(unequal grammatical structures)**

*This essay will discuss the importance of \*knowing how to study, \*manage time and stress, and \*to budget.*



This essay will discuss the importance of **knowing** how to study, **managing** time and stress, and **budgeting**.

# Cohesion errors: faulty use of pronouns

## Confusion between *it* and *this*

*There must be a law prohibiting smoking in public places. \*It is because ...*

- ✓ There must be a law prohibiting smoking in public places. **This** is because ...

## Redundant pronoun reference

*According to the \*study, \*it states that there is a ...*

- ✓ The study findings state that there is a ...

**OR**

- ✓ According to the study, there is a ...

# Cohesion errors: faulty use of pronouns

## Informal use (personal pronouns)

*During the afternoon, when it gets very hot in \*my country, \*you need to wear cooler clothes.*

- ✓ During the afternoon, when it gets very hot in India, it is necessary to wear cooler clothes.

## Vague pronoun reference

*Before giving the baby its bottle, shake \*it well. (the baby or the bottle?)*

- ✓ Before giving the bottle to the baby, shake the bottle well.

**OR**

- ✓ Shake the bottle well before giving it to the baby.

**OR**

- ✓ The bottle must be shaken before giving it to the baby.



# Cohesion errors: faulty use of transitions

## faulty use of transitions or conjunctions

\* *one the one side,* \* *on the other side,* \* *in the contrary,* \* *in another word*  
✓ *on the one hand,* *on the other hand,* *on the contrary,* *in other words*

## faulty use of idiomatic expressions

\* *in practices*      \* *in term of*      \* *in long running*      \* *in the overall*  
✓ *in practice*      *in terms of*      *in the long run*      *overall*

# Vocabulary : errors in word use and form

## wrong form (wrong part of speech used)

*Time management is \*importance (**is important** - adjective needed) for students.  
The \*manufacture (**manufacturing**-adjective needed) process is under review.  
There is a vast \*different (**difference**-noun needed) in design between them.*

## wrong word

*The \*accountability (**efficiency**) of the computer system has improved with the new technical innovations.*

## incorrect spelling

*The \*goverment (**government**) is revising \*it's (**its**) policies.  
The \*developeing (**developing**) \*contries (**countries**) are facing severe recession.  
The \*explanations (**explanations**) \*where (**were**) not very clear.*

# Punctuation errors

## no commas after a long clause or phrase/transition

*In the middle of the first semester students are required to give presentations. However \* many fail to fulfill the requirement.*

✓ 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.*

✓ 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.**