

Editing for accuracy

Grammar and punctuation

What errors should you look for?

Grammar	Articles, prepositions, subject-verb agreement, tense, verb forms
Punctuation	Use of common punctuation marks to improve coherence and unity (eg, commas, semi-colons, colons)

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 [^]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.

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.**