Proofreading and editing codes

\*\*\*For grammar lessons and practice quizzes, visit <http://guidetogrammar.org/grammar/index.htm>

**SP**= Spelling error

**R-0** = Run on sentence. A run-on sentence can be

two sentences fused together with no punctuation or two sentences joined by a comma, sometimes referred to as a comma splice (cs).

**FRAG**= Sentence fragment. This is an incomplete

sentence, usually missing a subject, a verb, or crucial information. Fragments can often be repaired by adding a subject (person or thing doing the action) or joining it to the sentence before or after.

**VT SHIFT**= Verb tense shift. This means you are switching time from past to present or vice versa. Generally, stick to one time tense, otherwise it gets confusing and annoying for the reader.

**VT**= Verb tense error. Incorrect form of the verb.

**Vague Pronoun**= You are using “it” or “he, she, we, or they” but it’s not clear what the pronoun stands for. Replace for a specific noun.

**WW**=Wrong Word.

**WC**= Word Choice. Use a stronger, more specific word.

**PUNC**=Punctuation error—missing comma, period, etc.

**CAPS**= Needs capital letters

**APOS**= Missing apostrophe

**WORDY**= You can omit words here—cut it down, tighten it up. Also replace vague words for specific ones. (Long winded).

**TRANS**=Transition needed to connect ideas. (However, In addition, surprisingly, etc.)

**RED**= Redundant—you’ve said it twice accidentally.

**LOGIC**=This does not make sense

OMIT= delete

**PASSIVE**= It’s not clear who is doing the action. “Mistakes were made.” This can be ok if we don’t know who did the action

**CLICHÉ**= This is a tired-out phrase that too many people have used. Ok if you are being ironic or sometimes using dialogue.

**SLANG**=relaxed, often regional language used in informal conversation that doesn’t always translate to a general audience.

**SYNTAX**= Confusing word order in you sentence. Rearranging and/or omitting certain words will improve clarity. (The bite of the dog was painful to me.)