

Editing Marks

**Correct
spelling**

thier^{sp}

Delete

~~a very~~

~~good~~

~~man~~

Close

be{fore

gap

Reverse

that

new\one

**Add a
word**

stays in
brick
a house

**Insert a
comma**

very,
very
nice

**Insert a
period**

Dogs
growl.

**Insert an
apostrophe**

her friends' car

**Insert quotation
marks**

"Look," he said.

**Capitalization
error**

Mr. Johnson



Writing Response Diacritical Marks

awk awkward

sentence

cs comma

splice

dev inadequate

development

frag sentence
fragment
gr error in
grammar
irr irrelevant
mm misplaced
modifier
nc not clear

p punctuation
error

red redundant

ro run-on

sentence

sup add support
evidence

vt verb tense
error

trans	transition
wordy	excessively
	wordy
ww	wrong
	word
¶	needs new paragraph

v word or
letter
omitted

// lacks parallel
structure

Essay Numerical Hierarchy

- (1) Introduction
Strategy
- (2) Thesis
Statement
- (3) Topic Sentence
- (4) Major Detail

- (5) Support Detail
 - (6) Conclusion
- # Strategy

Essay Writing Rules

1. Use correct indentations, margins, and formatting.

2. Use complete sentences.

3. Use correct grammar and word choice.

4. Use third person point of view.

5. Do not over-use the same words or phrases.

6. Do not use slang, idioms, or figures of speech.

7. Use correct capitalization.

8. Use correct punctuation.

9. Use correct spelling. Do not use abbreviations or contractions.

10. Be neat and proofread for errors.

Limit Using “to be” Verbs

is am are

was were be

being been

In Essays, Do Not Use First Person Pronouns:

I me my
mine we us
our ours

or Second Person Pronouns:

you your yours

Transition Words

-to signal

definition

refers to, in other
words, consists
of, is equal to,
means

-to signal example
for example, for
instance, such as,
is like, including,
to illustrate

-to signal addition

also, another,

in addition,

furthermore,

moreover

*-to signal
sequence*

first, second,
later, next,
before, for one,
following, since,
previously, then,
now, finally

-to signal analysis
consider, this
means, examine,
look at

*-to signal
comparison*

similarly, in the
same way, just
like, likewise,
in comparison

-to signal contrast
in contrast, on the
other hand, but,
instead, however,
whereas, on the
contrary, regard-
less, otherwise,
yet, as opposed
to, nevertheless

-to signal cause-effect

because, for, led
to therefore,
hence, as a result,
consequently,
due to, thus, so,
this

*-to signal
conclusion*

in conclusion, to
conclude, as one
can see, as a
result, in
summary, for
these reasons

Essay Direction Words

1. Describe means to show the characteristics of the subject to the reader through sensory details.

2. Explain means to make something clear or easy to understand.

3. Discuss means to talk about all sides of the subject.

4. Compare
means to show
how things are the
same, and **contrast**
means to show
how things are
different.

5. Analyze means to break apart the subject and explain each part.

6. Evaluate means to make a judgment after careful observation.

7. Justify means to give reasons, based upon established rules, to support your arguments.

8. Persuade means to convince the reader of your argument or claim.

(1) Introduction Strategies DQ RAPS BC

1. Definition-
Sentences that
explain the
meaning of a key
word that may be

unfamiliar to the reader or help to narrow the focus of the subject.

2. Question to be Answered-

A sentence worded as a question that asks either a

question needing
no answer
(rhetorical
question) or a
question to make
the reader think of
a question that will
be answered in the
essay.

3. Reference to Something Known in Common- Sentences that refer to a fact or idea already known by most

people, including your reader.

4. Quote from an Authority-

Sentences that quote an authority in the subject of the essay. It must

list the name of the authority.

**5. Preview of
Topic Sentences-
Sentences that list
the subjects of
each body
paragraph topic
sentence in the**

order they appear
in the essay.

6. Startling Statement-

Sentences that are
designed to startle
the reader with an
emotional response

to help support the thesis statement.

7. Background-

Sentences that briefly explain the setting or help your reader better understand the thesis statement.

**8. Controversial
Statement-**
Sentences that
interest the reader
because many
might disagree
with what is being
said.

(6) Conclusion Strategies GQ SALE SC

**1. Generalization-
Sentences that
make one of your
specific points**

more general in focus.

2. Question for Further Study-
Sentences that mention a related subject or question that is beyond the focus of the essay.

**3. Statement of
Significance-
Sentences that
discuss the
importance and
relevance of the
proven thesis
statement.**

4. Application-
Sentences that
apply the proven
thesis statement to
another idea or
issue.

5. Argument
Limitations-
Sentences that

explain how or why your conclusions are limited.

6. Emphasis of Key Point-

Sentences that mention and add importance to one

of the points of
your essay.

7. Summary

Statement-

Sentences that list
the main ideas and
major details
discussed in the
essay.

8. Call to Action

Sentences that challenge the reader to take a stand, make a difference, or get involved.

Types of Evidence for (4) and (5) Sentences FE SCALE CR

**1. A fact means
something actually
said or done.**

2. An **example** is a subset typical of a category or group.

3. A **statistic** is a numerical figure that represents evidence gained from scientific research.

4. A comparison
means to show
how the subject is
like something else
in a meaningful
way.

5. A quote from
an authority is
something said by

an expert on the subject.

6. Logic means to use deductive (general to specific) or inductive (specific to general)

reasoning to prove a point.

7. An experience used as evidence may be a commonly known event or an event of which there is limited knowledge.

8. Counter- Argument/ Refutation-

A counter-argument states an argument against your point of view. The refutation

disproves the
counter-argument.

Writing Style

1. Avoid intentional fragments. Right?
2. Avoid formulaic phrases in this day and age.

3. I have shown that you should delete references to your own writing.

4. Be sort of specific.

5. Don't define terms (where a specialized word is

used) using
“reason is,”
“because,”
“where,” or
“when.”

6. Avoid using
very interesting,
nice words that

contribute little to a sentence.

7. Prepositions are not good to end sentences with.

8. It is a mistake to ever split an infinitive.

9. But do not start a sentence with a coordinating conjunction.

10. Avoid using clichés like a bad hair day.

11. Always, avoid attention-getting alliteration.

12. Parenthetical remarks should (most always) be avoided.

13. Also, never,
never repeat words
or phrases very,
very much, too.

14. Use words only
as they are defined,
no matter how
awesome they are.

15. Even if a metaphor hits the spot, it can be over-played.

16. Resist exaggeration; it only works once in a million years.

17. Writers should always avoid generalizations.

18. Avoid using big words when more utilitarian words would suffice.

19. What use are rhetorical questions?

20. The passive voice is a form to be avoided, if it can be helped.

21. Never write no double negatives.

22. There are good reasons to avoid starting every sentence with *There*.

23. Always, absolutely avoid overstating ideas.

24. Keep pronoun references close to subjects in long sentences to make them clear.