JHS Paragraph/Essay Corrections Format

1. Go through the entire paragraph/essay and clearly number all errors in the order they occur in the paper. Use a different color ink than from that in which the paragraph/essay was written/typed.

2. On loose leaf, correct errors in numerical order using the following format. Corrections may be typed, following this same format; but corrections for misspelled words must be handwritten.

   A 1. Consult the <u>Writing Handbook</u> to find the rule you violated. If you cannot find a rule, ask the teacher.
      2. Next to the number of the error, write the rule number followed by the entire rule. Indent as shown in the sample.
      3. On the next line write the entire sentence in which the error occurred, correcting the mistake. (You need not underline the location of the error.)
      4. For sentences with multiple errors: write each rule that has been violated, then write the entire sentence, correcting all mistakes.
      5. Skip a line and move on to the next error. Do not write on the back of a page.

   B Some errors, including AWK, VG, UNC, REP, WDY, WC, D, and WX, may not have adequate corresponding rules in the <u>Writing Handbook</u>. In these cases identify the type of error on your correction sheet and then rewrite the sentence so that it reads more clearly, uses stronger diction, or is less vague or wordy.

   C For MS errors involving headings, margins, page numbering, scratch-outs, no staple, etc., simply identify the error. No correction is usually necessary. Example: #1. Mansucript error – no staple.

   D Hand-write misspelled words fifty (50) times.

3. When you are finished correcting all errors, staple papers together in the following order:

   A evaluation/grade sheet (name on bottom right)
   B correction sheet(s)
   C previously stapled final copy/rough copy/etc.

SAMPLE CORRECTIONS

1. Manuscript error – incorrect heading

2. D43: Use a comma before *and, but, or, for, nor, so,* and *yet* when they join independent clauses of a compound sentence.
      Only two men were able to find the lost <u>city, and</u> neither of them was able to accomplish the task alone.

3. D57: When an adverb clause precedes an independent clause, set off the adverb clause by a comma.
   D44: Use a semicolon rather than a comma before *and, but, or, for, nor, so,* and *yet* in a compound sentence if (b) the sentence already contains commas, or (c) either clause contains a colon, dash, or semicolon.
      When the narrator <u>speaks, the</u> reader knows more about the <u>town; and</u> the townspeople present a unique voice.

Note: All errors must be corrected to the teacher's satisfaction before mechanics grades can be raised. Failure to make proper corrections will result in lowered paragraph/essay grades.