

Appendix C

Correction Symbols

Instructors often use these short, easy-to-remember correction symbols and abbreviations when evaluating students' writing. You can use them too, to understand your instructor's suggestions and to revise and proofread your own letters, memos, and reports. Refer to the Handbook of Grammar, Mechanics, and Usage (pages H-1–H-20) for further information.

CONTENT AND STYLE

Acc	Accuracy. Check to be sure information is correct.	Log	Logic. Check development of argument.
ACE	Avoid copying examples.	Neg	Negative. Use more positive approach or expression.
ACP	Avoid copying problems.	Obv	Obvious. Do not state point in such detail.
Adp	Adapt. Tailor message to reader.	OC	Overconfident. Adopt humbler language.
App	Follow proper organization approach. (Refer to Chapter 4.)	OM	Omission.
Assign	Assignment. Review instructions for assignment.	Org	Organization. Strengthen outline.
AV	Active verb. Substitute active for passive.	OS	Off the subject. Close with point on main subject.
Awk	Awkward phrasing. Rewrite.	Par	Parallel. Use same structure.
BC	Be consistent.	Pom	Pompous. Rephrase in down-to-earth terms.
BMS	Be more sincere.	PV	Point of view. Make statement from reader's perspective rather than your own.
Chop	Choppy sentences. Use longer sentences and more transitional phrases.	RB	Reader benefit. Explain what reader stands to gain.
Con	Condense. Use fewer words.	Red	Redundant. Reduce number of times this point is made.
CT	Conversational tone. Avoid using overly formal language.	Ref	Reference. Cite source of information.
Depers	Depersonalize. Avoid attributing credit or blame to any individual or group.	Rep	Repetitive. Provide different expression.
Dev	Develop. Provide greater detail.	RS	Resale. Reassure reader that he or she has made a good choice.
Dir	Direct. Use direct approach; get to the point.	SA	Service attitude. Put more emphasis on helping reader.
Emph	Emphasize. Develop this point more fully.	Sin	Sincerity. Avoid sounding glib or uncaring.
EW	Explanation weak. Check logic; provide more proof.	SL	Stereotyped language. Focus on individual's characteristics instead of on false generalizations.
Fl	Flattery. Avoid compliments that are insincere.	Spec	Specific. Provide more specific statement.
FS	Figure of speech. Find a more accurate expression.	SPM	Sales promotion material. Tell reader about related goods or services.
GNF	Good news first. Use direct order.	Stet	Let stand in original form.
GRF	Give reasons first. Use indirect order.	Sub	Subordinate. Make this point less important.
GW	Goodwill. Put more emphasis on expressions of goodwill.	SX	Sexist. Avoid language that contributes to gender stereotypes.
H/E	Honesty/ethics. Revise statement to reflect good business practices.	Tone	Tone needs improvement.
Imp	Imply. Avoid being direct.	Trans	Transition. Show connection between points.
Inc	Incomplete. Develop further.	UAE	Use action ending. Close by stating what reader should do next.
Jar	Jargon. Use less specialized language.	UAS	Use appropriate salutation.
		UAV	Use active voice.
		Unc	Unclear. Rewrite to clarify meaning.
		UPV	Use passive voice.
		USS	Use shorter sentences.
		V	Variety. Use different expression or sentence pattern.
		W	Wordy. Eliminate unnecessary words.
		WC	Word choice. Find a more appropriate word.
		YA	"You" attitude. Rewrite to emphasize reader's needs.

GRAMMAR, MECHANICS, AND USAGE

Ab	Abbreviation. Avoid abbreviations in most cases; use correct abbreviation.	HCA	Hyphenate compound adjective.
Adj	Adjective. Use adjective instead.	lc	Lowercase. Do not use capital letter.
Adv	Adverb. Use adverb instead.	M	Margins. Improve frame around document.
Agr	Agreement. Make subject and verb or noun and pronoun agree.	MM	Misplaced modifier. Place modifier close to word it modifies.
Ap	Appearance. Improve appearance.	NRC	Nonrestrictive clause (or phrase). Separate from rest of sentence with commas.
Apos	Apostrophe. Check use of apostrophe.	P	Punctuation. Use correct punctuation.
Art	Article. Use correct article.	Par	Parallel. Use same structure.
BC	Be consistent.	PH	Place higher. Move document up on page.
Cap	Capitalize.	PL	Place lower. Move document down on page.
Case	Use cases correctly.	Prep	Preposition. Use correct preposition.
CoAdj	Coordinate adjective. Insert comma between coordinate adjectives; delete comma between adjective and compound noun.	RC	Restrictive clause (or phrase). Remove commas that separate clause from rest of sentence.
CS	Comma splice. Use period or semicolon to separate clauses.	RO	Run-on sentence. Separate two sentences with comma and coordinating conjunction or with semicolon.
DM	Dangling modifier. Rewrite so that modifier clearly relates to subject of sentence.	SC	Series comma. Add comma before <i>and</i> .
Exp	Expletive. Avoid expletive beginnings, such as <i>it is</i> , <i>there are</i> , <i>there is</i> , <i>this is</i> , and <i>these are</i> .	SI	Split infinitive. Do not separate <i>to</i> from rest of verb.
F	Format. Improve layout of document.	Sp	Spelling error. Consult dictionary.
Frag	Fragment. Rewrite as complete sentence.	S-V	Subject-verb pair. Do not separate with comma.
Gram	Grammar. Correct grammatical error.	Syl	Syllabification. Divide word between syllables.
		WD	Word division. Check dictionary for proper end-of-line hyphenation.
		WW	Wrong word. Replace with another word.

PROOFREADING MARKS

Symbol	Meaning	Symbol Used in Context	Corrected Copy
	Align horizontally	meaningful <u>re</u> sult	meaningful result
	Align vertically	1. Power cable 2. Keyboard	1. Power cable 2. Keyboard
	Capitalize	Pepsico, Inc.	PepsiCo, Inc.
	Center	Awards Banquet	Awards Banquet
	Close up space	self- confidence	self-confidence
	Delete	harassment and abuse	harassment
	Double-space	text in first line text in second line	text in first line text in second line
	Insert	u and white turquoise shirts	turquoise and white shirts
	Insert apostrophe	our teams goals	our team's goals
	Insert hyphen	third-quarter sales	third-quarter sales
	Insert period	Harrigan et al.	Harrigan et al.
	Insert quotation marks	This team isn't cooperating.	This "team" isn't cooperating.
	Insert space	real estate test case	real estate test case
	Lowercase	TULSA, south of here	Tulsa, south of here
	Move down	Sincerely,	Sincerely,
	Move left	Attention: Security	Attention: Security
	Move right	February 2, 2003	February 2, 2003
	Move up	THIRD-QUARTER SALES	THIRD-QUARTER SALES
	Restore	staff talked openly and frankly	staff talked openly
	Run lines together	Manager, Distribution	Manager, Distribution
	Single space	text in first line text in second line	text in first line text in second line
	Spell out	COD	cash on delivery
	Spell out	Assn. of Biochem. Engrs.	Association of Biochemical Engineers
	Start new line	Marla Fenton, Manager, Distribution	Marla Fenton, Manager, Distribution
	Start new paragraph	The solution is easy to determine but difficult to implement in a competitive environment like the one we now face.	The solution is easy to determine but difficult to implement in a competitive environment like the one we now face.
	Transpose	airy, light, casual tone	light, airy, casual tone
	Use boldface	Recommendations	Recommendations
	Use italics	Quarterly Report	<i>Quarterly Report</i>

