

TABLE OF CORRECTIONS FOR WRITTEN EXERCISES.

MS. The manuscript is badly written.

Sp. Spelling is faulty; consult the dictionary; rewrite the word correctly.

Sp. - = Use hyphen. **Sp. C** = Write as one word.

Cap. Use capital letters (see pp. 2, 5, 8-9).

L. c. Use small letters.

Ital. Underline for italics (see p. 11).

Pt. Punctuation is faulty; find out the error and correct.

Pt. . = Use period (pp. 14-15). **Pt. ,** = Use comma (pp. 18, 20-21, 24-25). **Pt. "** = Use quotation marks (p. 29). **Pt. '** = Use apostrophe rightly (pp. 29-30). **Pt. ;** = Use semi-colon (p. 32). **Pt. :** = Use colon (p. 35). **Pt. -** = Use dash (p. 35). **Pt. !** = Use exclamation point (p. 38). **Pt. ?** = Use interrogation mark (p. 39).

S. The sentence structure is faulty.

S. 1 = The sentence lacks unity, or is too long or involved (p. 49). **S. 2** = The part should be subordinated to some main statement (p. 52). **S. 3** = The part should be made an independent statement (p. 55). **S. Interrogation, Exclamation, Balance,** etc. = Recast the sentence, as interrogation (p. 62), exclamation (p. 62), loose or periodio (p. 65), balance (p. 68).

¶ Some law of the paragraph is not observed.

¶ □ = Lacks indentation or margin (p. 3). **¶ 1** = Lacks unity (pp. 3, 82). **¶ 2** = See topic sentence (p. 82). **¶ 3** = Lacks methodical arrangement (p. 85). **¶ 4** = Lacks explicit reference (p. 88). **¶ 5** = Recast in parallel construction (p. 92). **¶ 6** = Translation not observed (p. 93). **¶ 7** = Lacks proportion. **¶ 8** = Lacks rhythm (p. 95). **¶ 9** = Recast as climax (p. 98).

Cl. The sentence is not clear.

Cl. 1 = The word is inexact (p. 136). **Cl. 2** = Word or reference is ambiguous (pp. 109, 143).

F. Force is not attained.

F. 1 = Make simple (p. 152). **F. 2** = Rearrange for emphasis (pp. 112, 115). **F. 3** = Be brief (p. 156). **F. 4** = Amplify. **F. 5** = Add contrast (p. 156). **F. 6** = Use a figure of speech (p. 163-164).

T. Some rule of good taste is not observed.

T. 1 = Correct the barbarism, impropriety, or solecism (p. 168). **T. 2** = Avoid the colloquialism, trite saying, etc. (p. 183). **T. 3** = Correct the faults of sound (p. 183).

Nar. See Principles of Narration, pp. 120-121, 125-126.

Des. See Principles of Description, pp. 133-134, 140-141, 146-7, 159-160.

Exp. See Exposition, pp. 200, 203-7.

Arg. See Argument, pp. 208 ff.

Per. See Persuasion, p. 213 ff.

? The statement is doubtful as to matter of fact.

? Or. The statement is copied or not original.

^ Something is omitted.

✓ Some fault is to be attended to.

Tr. Transpose.

δ Omit (*delete*, strike out).

A. A high order of merit; **B.** good; **C.** fair; **D.** unsatisfactory; **E.** bad. Double letters, **BB**, etc., very good, etc.