

Johnson County Community College
 JOHNSON COUNTY COMMUNITY COLLEGE
 MAJOR ERRORS CHECKLIST

Assessment of skills – Microlab

MAJOR ERRORS

(In addition to software, handouts on most of these errors are also available in the Writing Center.)

COMPUTER SOFTWARE

EASY WRITER
3RD ed.

Comment [SMc1]: Because Word lacks a parallel columns function, these “columns” are actually tables (3 columns, 1 row). If you try to reformat, you cannot use the columns tools.

1) Major sentence level errors

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| <ul style="list-style-type: none"> a) Run-on (or fused sentence). Main clauses must be properly connected. b) Comma splice. Commas alone cannot join main clauses. c) Fragment. Only main clauses can stand alone. d) Parallelism | <ul style="list-style-type: none"> • Microlab: Distinct Sentences • SMGW: SB1 & SB2 • Glencoe: Topic 1.6 • Glencoe: 1.6 • SMGW: GS6 • Microlab: Complete Sentences | <ul style="list-style-type: none"> p 82 p 84 p 96 |
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2) Verb problems

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| <ul style="list-style-type: none"> a) Lack of agreement. Subject/verb. Subjects and verbs must agree in number and person. b) Improper verb form. The form must be in standard English. c) Shift in tense. Tense must be consistent. | <ul style="list-style-type: none"> • Microlab: Subject-Verb Agreement • SMGW: GS6 • Grammar Links • Glencoe: Topic 3 | <ul style="list-style-type: none"> p 65 pp 58-61 pp 61-63 p 98 |
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3) Pronoun errors.

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| <ul style="list-style-type: none"> a) Pronoun/antecedent. Pronouns must agree with their antecedent. b) Vague pronoun reference. Pronouns (3rd person) must have antecedents. c) Pronoun case. | <ul style="list-style-type: none"> • Microlab: Pronoun Choice • Glencoe: 4.26 • SMGW: GS 1-7 | <ul style="list-style-type: none"> p 79 p 80 p 76 |
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4) Faulty modifiers.

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| <ul style="list-style-type: none"> a) Dangling modifiers. Modifiers need something to modify. b) Misplaced modifiers. Modifiers must be near the word(s) they modify. Adverb form. | <ul style="list-style-type: none"> • Microlab: Orderly Sentences • Glencoe: Topic 5 | <ul style="list-style-type: none"> p 75 p 74 |
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5) **Word errors.**

- a) Misspelled or wrong word, and typographical errors. All words must be spelled correctly.
- Spell Checkers
 - Glencoe: Topic 14
 - SMGW: M9
- p 36
(spell checkers only)

6) **Unnecessary Punctuation**

MINOR ERRORS
(3 MINOR ERRORS COUNT AS 1 MAJOR ERROR)

COMPUTER SOFTWARE EASY WRITER,
3RD ed.

- 7) Apostrophe missing or used incorrectly.
Use apostrophes with possessives and in contractions.
- Microlab: Apostrophes
 - Perfect Copy
 - SMGW: P7
 - Glencoe
- p 114
- 8) Incorrect comma usage
- a) Commas are needed before the coordinating conjunction in a compound sentence.
 - b) Commas are needed after introductory words, phrases, and clauses.
 - c) Commas are needed to set off non-restrictive or non-essential elements.
 - d) Commas are used between items in a series and in lists.
 - e) Commas are used between two or more adjectives that equally modify the same word.
 - f) Commas are used for convention.
 - i) To separate items in dates, names, addresses, letters, and numbers.
 - ii) To introduce quotations or follow them.
 - iii) To prevent misreading.
- Microlab: Commas
 - Glencoe
 - SMGW: P1
- p 103
- p 102
- p 103
- p 106
- p 106
- p 106
- p 106
- p 106
- p 107
- p 107
- Glencoe
 - Perfect Copy
 - SMGW: P 12-14
- p 108
- p 109
- 9) End punctuation needed or misused.
- a) Periods are used at the end of statements.
 - b) Questions marks are used at the end of questions.
 - c) Exclamation points are used at the end of exclamatory statements.
- pp 112-114

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| <p>10) Semicolon (;) needed or misused.</p> <p>a) Semicolons are used</p> <p style="padding-left: 20px;">i) between two independent clauses</p> <p style="padding-left: 20px;">ii) to separate clauses with internal punctuation</p> <p style="padding-left: 20px;">iii) to avoid confusion.</p> | <ul style="list-style-type: none"> • Glencoe • Microlab: Semicolons • SMGW: P3 | <p>p 110</p> |
| <p>11) Capitalization misused or omitted.</p> <p>a) Capitalization occurs in proper nouns, the first word of each sentence, the pronoun “I,” and titles.</p> | <ul style="list-style-type: none"> • SMGW: M2 • Glencoe: 12 • Microlab: Capitalization | <p>p 127</p> |
| <p>12) Quotations marks (“ ”) and block quotations misused.</p> <p>a) Quotation marks set off all direct quotations, titles of short works, and words used in a special sense.</p> | <ul style="list-style-type: none"> • Perfect Copy • Glencoe: 13 • Microlab: Quotation Marks • SMGW: P6 | <p>p 117</p> |
| <p>13) Parentheses () misused.</p> <p>a) Parentheses are used to enclose extraneous information.</p> | <ul style="list-style-type: none"> • Glencoe: 13 • SMGW: P8 • Microlab: Parentheses | <p>p 121</p> |
| <p>14) Brackets ([]) misused.</p> <p>a) Brackets are used to enclose information that clarifies.</p> | <ul style="list-style-type: none"> • SMGW: P9 | <p>p 122</p> |
| <p>15) Dash (--) misused.</p> <p>a) A dash is two hyphens used to set off information.</p> | <ul style="list-style-type: none"> • Glencoe: 13 • SMGW: P5 • Microlab: Dashes | <p>p 123</p> |
| <p>16) Hyphen (-) misused.</p> <p>a) A hyphen is used in compound words and to avoid ambiguity.</p> | <ul style="list-style-type: none"> • Glencoe: 13 | <p>p 135</p> |
| <p>17) Italics/Underlining confused or misused.</p> <p>a) Italics or underlining is used to mark the titles of separate publications, foreign words, and for convention.</p> | <ul style="list-style-type: none"> • Glencoe: 13 • SMGW: P11 • Microlab: Italics | <p>p 133</p> |
| <p>18) Ellipsis (. . .) misused.</p> <p>a) An ellipsis (three spaced periods) is used to indicate omission of information.</p> | <ul style="list-style-type: none"> SMGW: P10 | <p>p 125</p> |

- 19) Slash (\) misused. • SMGW: P11 p 125
 a) The forward slash is used in URLs, email addresses, and newsgroup name.
- 20) Colon (:) misused. • Glencoe: 13 p 124
 • SMGW: P4
 • Microlab: Colons
 a) Colons are used before formally introducing quotations, statements, and series.
- 21) Numbers misused. • SMGW: M4
 • Perfect Copy
 a) Numbers that requires more than two words are written as figures as are dates and times.
- 22) Online punctuation p 126
 a) Asterisk
 b) Angle brackets
 c) Underscore before and after a title
- 23) Documentation (MLA, APA, CMS, and so on) used incorrectly. ➤ MLA pp 196-231
 • SMGW ➤ APA pp 232-251
 • Online Sites ➤ Turabian or Chicago Style pp 252-266
 • (Prentice Hall resources available) ➤ CSE (Science, formerly CBE) p 267-280
 ➤ Handouts
 a) Internal parenthetical documentation appears within the paper.
 b) Complete resource information is noted at the end of the paper using chosen documentation for Works Cited, References, Bibliography, and so on.
- 24) ESL concerns • Word Attack p 161
 • Idiomagic p 155
 • SMGW: ET 1-6 p 165-166
 • Grammar 3-D p 154
 • TOEFL Mastery p 159
 • Tutor Tapes p 157
 a) Prepositions p 160
 b) Articles p 164
 c) Order of words in a sentence
 d) Singulars and plurals in nouns
 e) Gerunds, infinitives used appropriately
 f) Verb phrases
 g) Conditional sentences
 h) Two-word verbs