Assessment of skills – Microlab

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

1) **Major sentence level errors**
   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

2) **Verb problems**
   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.

3) **Pronoun errors.**
   a) Pronoun/antecedent. Pronouns must agree with their antecedent.
   b) Vague pronoun reference. Pronouns (3rd person) must have antecedents.
   c) Pronoun case.

4) **Faulty modifiers.**
   a) Dangling modifiers. Modifiers need something to modify.
   b) Misplaced modifiers. Modifiers must be near the word(s) they modify. Adverb form.

5) **Word Errors.**
   a) Misspelled or wrong words, and typographical errors. All words must be spelled correctly.
### MINOR ERRORS
(3 MINOR ERRORS COUNT AS 1 MAJOR ERROR)

<table>
<thead>
<tr>
<th>COMPUTER SOFTWARE</th>
<th>EASY WRITER, 5th ed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Microlab: Apostrophes</td>
<td>p 8, 122-24</td>
</tr>
<tr>
<td>• LMExZ: Punct:3</td>
<td></td>
</tr>
<tr>
<td>• ExCentral: Apostrophes</td>
<td></td>
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</tbody>
</table>

6) Apostrophe missing or used incorrectly. Use apostrophes with possessives and in contractions.

7) 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.

8) 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.
9) Semicolon ( ; ) needed or misused.
   a) Semicolons are used
      i) between two independent clauses
      ii) to separate clauses with internal punctuation
      iii) to avoid confusion.

10) Capitalization misused or omitted.
    a) Capitalization occurs in proper nouns, the first word of each sentence, the pronoun “I,” and titles.

11) Quotations marks ( " ) and block quotations misused.
    a) Quotation marks set off all direct quotations, titles of short works, and words used in a special sense.

12) Parentheses ( ) misused.
    a) Parentheses are used to enclose extraneous information.

13) Brackets ( [ ] ) misused.
    a) Brackets are used to enclose information that clarifies.

14) Dash (--) misused.
    a) A dash is two hyphens used to set off information.

15) Hyphen ( - ) misused.
    a) A hyphen is used in compound words and to avoid ambiguity.

16) Italics/Underlining confused or misused.
    a) Italics or underlining is used to mark the titles of separate publications, foreign words, and for convention.

17) Ellipsis ( . . . ) misused.
    a) An ellipses (three spaced periods) is used to indicate omission of information.
    b) In quotations

• LMExZ: Punct:2
• Microlab: Semicolons
• ExCentral: punctuation

p 120
p 8, 112, 120

• LMExZ: Cap/Abreve/#s:1
• Microlab: Capitalization

p 6, 46, 134-37

• LMExZ: Punctuation: 5
• Microlab: Quotation Marks
• D2L (for citation/quoting)

p 5, 9, 125-128

• LMExZ: Punct: Other Marks
• Microlab: Parentheses

p 129-30

• LMExZ: Punct: other marks

p 200,130

• Microlab: Dashes

p 130, 90

• LMExZ: Punct: Other Marks

p 142-44

• Microlab: Italics

p 140-41
p 194, 200

See Handouts:
MLA 221, APA 258,
SCE 316,
CSE 296
p 133-34
18) Slash (\) misused.
   a) The forward slash is used in URLs, email addresses, and newsgroup name.

19) Colon (:) misused.
   a) Colons are used before formally introducing quotations, statements, and series.

20) Numbers misused.
   a) Numbers that requires more than two words are written as figures as are dates and times.

21) Documentation (MLA, APA, CMS, and so on) used incorrectly.
   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.

22) ESL concerns
   a) Prepositions
   b) Articles
   c) Order of words in a sentence
   d) Singul args and plurals in nouns
   e) Gerunds, infinitives used appropriately
   f) Verb phrases
   g) Conditional sentences
   h) Two-word verbs

- LMExZ: Punct: Other Marks
- p 132, 126
- LMExZ: Commas/Semi/Colon
- p 120, 127
- Microlab: Colons
- p 131-32
- ExCentral: avoiding plagiarism
- JCCC WC Handouts
- D2L quick quiz (WC, MLA/APA only)
- Online Sites

- MLA
  pp 208-54
- APA
  pp 255-87
- Turabian or Chicago Style
  pp 288-313
- CSE (Science, formerly CBE)
  p 314-29

- p 174-76
- p 165-68, 331
- p 162-63
- p 123, 164-68, 71, 85
- p 171-73
- p 169-74
- p 173-74
- p 10, 144, 176