

**Johnson County Community College**  
 JOHNSON COUNTY COMMUNITY COLLEGE  
 MAJOR ERRORS LINK TO HANDBOOK

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  
5<sup>TH</sup> ed.**

**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

- Microlab: Distinct Sentences
- EX Central: Grammar: incomplete + commas
- LM ExZ: Complete Sentences:1+2

p 8, 87-90  
 p 8-9, 87-90  
 p 10, 90-92  
 p 102-05, (29, 23-26)

**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.

- ExCentral: Verbs
- LMExZ: Sentence Grmmr: 1+2+3

p 7, 60-68  
 p 169-74  
 p 64-66, 105-07

**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.

- LMExZ:Pronoun: 1+2+3
- ExCentral: Pronouns

p 80-87  
 p 9, 84-85  
 p 81, 86-87  
 p 81-85, 123-4, 149-50

**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.

- ExCentral: Mislpl/Faulty modifiers
- LMExZ: Adj/Adv/Modfrs: 2

p 78-80, 101  
 p 2-3, 60, 160

**5) Word Errors.**

- a) Misspelled or wrong words, and typographical errors. All words must be spelled correctly.

- LMExZ:word use:1+2+3

**Johnson County Community College**  
 JOHNSON COUNTY COMMUNITY COLLEGE  
 MAJOR ERRORS LINK TO HANDBOOK

MINOR ERRORS (3 MINOR ERRORS COUNT AS 1 MAJOR ERROR)	COMPUTER SOFTWARE	EASY WRITER, 5 <sup>th</sup> ed.
6) Apostrophe missing or used incorrectly. Use apostrophes with possessives and in contractions.	<ul style="list-style-type: none"> <li>• Microlab: Apostrophes</li> <li>• LMExZ: Punct:3</li> <li>• ExCentral: Apostrophes</li> </ul>	p 8, 122-24
7) Incorrect comma usage		
a) Commas are needed before the coordinating conjunction in a compound sentence.	<ul style="list-style-type: none"> <li>• ExCentral: Commas: Fused/splice/usages</li> <li>• LMExZ: Punctuation:</li> </ul>	p 7-8, 110-118
b) Commas are needed after introductory words, phrases, and clauses.	<ul style="list-style-type: none"> <li>Commas: ALL</li> <li>• Microlab: Commas</li> </ul>	p 3, 110
c) Commas are needed to set off non-restrictive or non-essential elements.	<ul style="list-style-type: none"> <li>• Microlab: fragments, complete sentences,</li> </ul>	p 7, 112-14
d) Commas are used between items in a series and in lists.	<ul style="list-style-type: none"> <li>Run-ons, and/or commas</li> </ul>	p 115, 118
e) Commas are used between two or more adjectives that equally modify the same word.		p 113
f) Commas are used for convention.		
i) To separate items in dates, names, addresses, letters, and numbers.		p 116-18
ii) To introduce quotations or follow them.		p 117
iii) To prevent misreading.		
8) End punctuation needed or misused.	<ul style="list-style-type: none"> <li>• LMExZ: Punctuation:5</li> <li>• ExCentral: Quote Marks</li> </ul>	p 121-22
a) Periods are used at the end of statements.		
b) Questions marks are used at the end of questions.		p 122
c) Exclamation points are used at the end of exclamatory statements.		p 122

# Johnson County Community College

## JOHNSON COUNTY COMMUNITY COLLEGE

### MAJOR ERRORS LINK TO HANDBOOK

- |   |                              |                 |
|---|------------------------------|-----------------|
| 9) Semicolon ( ; ) needed or misused.   | • LMExZ: Punct:2             | p 120           |
| a) Semicolons are used  | • Microlab: Semicolons       |                 |
| i) between two independent clauses  | • ExCentral: punctuation     | p 8, 112, 120   |
| ii) to separate clauses with internal punctuation   |                              |                 |
| iii) to avoid confusion.  |                              |                 |
| 10) Capitalization misused or omitted.  | • LMExZ: Cap/Abreve/#s:1     | p 6, 46, 134-37 |
| a) Capitalization occurs in proper nouns, the first word of each sentence, the pronoun “I,” and titles.           | • Microlab: Capitalization   |                 |
| 11) Quotations marks ( “ ” ) and block quotations misused.  | • LMExZ: Punctuation: 5      | p 5, 9, 125-128 |
| a) Quotation marks set off all direct quotations, titles of short works, and words used in a special sense.       | • Microlab: Quotation Marks  |                 |
|   | • D2L (for citation/quoting) |                 |
| 12) Parentheses ( ) misused.  | • LMExZ: Punct: Other Marks  | p 129-30        |
| a) Parentheses are used to enclose extraneous information.  | • Microlab: Parentheses      |                 |
| 13) Brackets ( [ ] ) misused.   | • LMExZ: Punct: other marks  | p 200,130       |
| a) Brackets are used to enclose information that clarifies.   |                              |                 |
| 14) Dash ( -- ) misused.  | • Microlab: Dashes           | p 130, 90       |
| a) A dash is two hyphens used to set off information.   |                              |                 |
| 15) Hyphen ( - ) misused.   | • LMExZ: Punct: Other Marks  | p 142-44        |
| a) A hyphen is used in compound words and to avoid ambiguity.   |                              |                 |
| 16) Italics/Underlining confused or misused.  | • Microlab: Italics          | p140-41         |
| a) Italics or underlining is used to mark the titles of separate publications, foreign words, and for convention. |                              | p 194, 200      |
| 17) Ellipsis ( . . . ) misused.   | See Handouts:                | p133-4          |
| a) An ellipses (three spaced periods) is used to indicate omission of information.                                | MLA 221, APA 258,            |                 |
|   | SCE 316,                     |                 |
|   | CSE 296                      |                 |
| b) In quotations  | p 133-34                     |                 |

**Johnson County Community College**  
 JOHNSON COUNTY COMMUNITY COLLEGE  
 MAJOR ERRORS LINK TO HANDBOOK

- |  |   |  |
|--|---|--|
| <p>18) Slash ( \ ) misused.</p> <p>a) The forward slash is used in URLs, email addresses, and newsgroup name.</p>  | <ul style="list-style-type: none"> <li>• LMExZ: Punct: Other Marks</li> </ul>   | <p>p 132, 126</p>  |
| <p>19) Colon ( : ) misused.</p> <p>a) Colons are used before formally introducing quotations, statements, and series.</p>  | <ul style="list-style-type: none"> <li>• LMExZ: Commas/Semi/Colon</li> <li>• Microlab: Colons</li> </ul>  | <p>p 131-32</p> <p>p 120, 127</p>  |
| <p>20) Numbers misused.</p> <p>a) Numbers that requires more than two words are written as figures as are dates and times.</p>   |   | <p>p 138-9, 142</p>  |
| <p>21) Documentation (MLA, APA, CMS, and so on) used incorrectly.</p> <p>a) Internal parenthetical documentation appears within the paper.</p> <p>b) Complete resource information is noted at the end of the paper using chosen documentation for Works Cited, References, Bibliography, and so on.</p> | <ul style="list-style-type: none"> <li>• ExCentral: avoiding plagiarism</li> <li>• JCCC WC Handouts</li> <li>• D2L quick quiz (WC. MLA/APA only)</li> <li>• Online Sites</li> </ul> | <ul style="list-style-type: none"> <li>➤ MLA pp 208-54</li> <li>➤ APA pp 255-87</li> <li>➤ Turabian or Chicago Style pp 288-313</li> <li>➤ CSE (Science, formerly CBE) p 314-29</li> </ul> |
| <p>22) ESL concerns</p> <p>a) Prepositions</p> <p>b) Articles</p> <p>c) Order of words in a sentence</p> <p>d) Singulars and plurals in nouns</p> <p>e) Gerunds, infinitives used appropriately</p> <p>f) Verb phrases</p> <p>g) Conditional sentences</p> <p>h) Two-word verbs</p>                      |   | <p>p 174-76</p> <p>p 165-68, 331</p> <p>p 162-63</p> <p>p 123, 164-68, 71, 85</p> <p>p 171-73</p> <p>p 169-74</p> <p>p 173-74</p> <p>p 10, 144, 176</p>                                    |