

Key to correction symbols

- * further elaboration/explanation needed
- ✓ neat idea; good point; nicely stated
- ☺ good job
- Sp spelling error
- (✂) remove; not needed to make you point
- word like what/how you said
- word your point is unclear
- awk awkward; unclear phrasing
- wc word choice error; use different word
- (T) transition word or phrase needed
- vt verb tense is inconsistent or improper
- ps parallel structure needed
- (P) pronoun should match its subject

Avoid pet peeves in order to formalize your style

- ① Avoid first or second person
- ② Avoid using contractions and abbreviations
- ③ Avoid conversational tone/ language
- ④ Avoid unnecessary set-up statements
- ⑤ Avoid inadvertent overconfidence
- ⑥ Avoid iffy/ unproven statements
- ⑦ Avoid floating pronouns. Specify who/what
- ⑧ Avoid overgeneralized words/statements

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