

MARKING GUIDE IN REFERENCE TO *THE LITTLE ENGLISH HANDBOOK* (8TH ED.)

LEH Click from this column for description of problem

Click from this column for Quiz or Exercises

Paragraphs

10	problem with paragraph coherence	coh/para	coh2	3
10	need better transition from one sentence to another or between paragraphs	trans	trans2	
	paragraph break needed or paragraph break inappropriate	¶ or no ¶		
	shifts in tense (present to past, etc); shifts in person (3rd to 2nd or 1st)	shift/tense/per		

Grammar

11	sentence fragment	FRAG		
12	confusing or puzzling sentence or phrase; please clarify	CL (not clear)		
13	comma splice	CS		
13	fused or run-on sentence	FS		
14	agreement of subject and verb	agr/sv		
15	agreement of pronoun and noun	agr/pn		
16	pronoun's antecedent or referent is missing or unclear	ref		
17	improper verb form	verb		
	need a verb in subjunctive mood	subjunc	2	
	confusion in tense or sequence of tenses	tense	2	
18	misplaced modifier	(slides 4-11) mm	dm&mm	
18	dangling modifier (modifier with no element to modify in the sentence)	dm	2	3 4
	problem in case – who (nominative) vs. whom (objective)	case	2 3 4	5 6 7

Sentences

21	wordiness. Be direct, avoid circuitous constructions	wordy	2	3 4 5
22	awkward construction: re-write sentence	awk		
	incoherent sentence	coh/sent		
25	Parallelism between coordinated elements	parallel		

Diction and Style

26	repetition of words or phrases; redundant language	rep		
27	use active rather than passive verbs; use forceful verbs rather than be or have	pass		
28	wrong word	ww		
28	precision of expression; care in word choice	wc		
29	faulty idiom	id		
30	cliché or trite expression	cliche		
	avoid colloquial language or slang in formal writing; avoid contractions	colloq		

Punctuation and Mechanics

33	apostrophe to indicate possessive case; error in use of possessive	poss		
	use possessive case with gerund	poss/ger		
35	use comma in front of coordinate conjunction (and, but) joining independent clauses	com/35		
36	use comma after introductory words, phrases, or clauses	com/36		
37	do not use comma to join pairs	no com		
	do not use comma between sentence parts (subject/verb, verb/object)	no com		
38	use comma between items in a series	com/38		
39	use comma with nonrestrictive clauses	com/39		
40	do not use comma with restrictive clauses	no com		
41	use semi-colon between independent clauses; errors in use of semicolon	smcolon	smcIn2	
42	use colon to introduce quotations or to complete lead-in sentence before list	colon		
43	use of the dash before summation; don't overuse dashes	dash		
45-47	use of quotation marks with (45) period, comma; (46) colon, semicolon; (47) question and exclamation marks	quot		
48	italics for title of longer work	title/ital		
49	quotation marks for short titles	title/qm		
55	capitalize. Or use lower case	cap or lc		
	error in spelling	sp		
	poor proofreading	proof		
	Improper citation form	CF		
G	usage: see Glossary of Usage for commonly confused words	usage	usage2	