ERROR CHART

STYLE

UNNECESSARY PASSIVES							
WORDINESS							
REDUNDANCY (eg DOUBLE NEGATIVES)							
DICTION							
SHIFT IN POINT OF VIEW							
SHIFT IN TONE							

IDIOM

CONFUSED WORD PAIRS							
COMPARISONS							
MISUSED CONJUNCTIONS							
NONSTANDARD VERB FORMS							
CONDITIONAL FORMS							
GENERAL							

MECHANICS

SPELLING							
CAPITALIZATION							
APOSTROPHES							
MISSING/MISUSED COMMA							
MISSING/MISUSED SEMICOLON							
MISSING/MISUSED COLON							
OTHER PUNCTUATION							

AGREEMENTS

						Image: Sector of the sector

SYNTAX

WORD ORDER							
CLAUSE STRUCTURE PROBLEMS							
DANGLING MODIFIERS							
PARALLELISM/FAULTY EQUATIONS							
SENTENCE FRAGMENTS							
RUN-ONS/COMMA SPLICES							

TOTAL ERRORS _____ / WORD COUNT _____ X 100 = ____ ERRORS/100 WORDS

Material compiled from lists of "top ten errors" available from writing centres at the University of Toronto and from Purdue, Rutgers, and Northern Michigan University. Research indicates that these are errors business professionals typically react strongly against. rev. 01/14