





**ENGINEERING 0011/0711  
EVALUATION SYMBOLS**

<b>Symbol</b>	<b>Meaning</b>
<b>awk</b>	Awkwardness in syntax, diction, and/or sentence structure—often the result of wordiness, faulty emphasis or parallelism, and/or lack of concision
<b>spec</b>	Be more specific; include all relevant details, explanations, examples
<b>trans</b>	Insufficient or awkward transition—be especially careful about establishing clear connections/relationships among items in a paragraph or section
<b>choppy</b>	Paragraph or section provides information in no clearly logical order, making little use of transitions to connect sentences
<b>mng</b>	Meaning unclear, often due to insufficient details; can also be due to illogical arrangement of ideas or explanations, inaccurate word choice, or problematic syntax
<b>wc</b>	Word choice—is this word the correct word? Is this word the best, most accurate word? Is wording appropriate for situation and audience?
<b>w</b>	Wordy—check, especially, for unnecessary prepositional phrases and/or ineffective use of passive voice or “to be” verbs
<b>hyp</b>	Hyperbole—tone or word choice exaggerates what is being described and makes the claim untenable
<b>frm or des</b>	Ineffective or incorrect format/document design; check format requirements and templates
	Delete this word, phrase, or punctuation; symbol may be accompanied by another symbol for clarity
	Something is missing here
	Insert comma
<b>sp</b>	Misspelled word
	New paragraph needed
<b>agr/agreement</b>	Indicates where there is subject-verb disagreement; for instance, subject is singular but verb is plural (“The <u>scientist</u> run the program” should be “The <u>scientists</u> <u>run</u> the program” or “The <u>scientist</u> <u>runs</u> the program.”)
<b>pn ant</b>	Error or lack of clarity in pronoun-antecedent agreement—be especially careful not to use indefinite demonstrative pronouns (this, that, they, their, it, is) in place of the nouns and/or details necessary to maintain clarity. For example: “Dr. Mean told us that all students must come prepared with their reports. <u>They</u> would be thrown in the trash if they were late” should be “Dr. Mean told us that all students must come prepared with their reports. <u>Late reports</u> would be thrown in the trash.” Here’s an example of a singular noun and a plural pronoun: “ <u>Every student</u> believed <u>they</u> were the best programmer in the class.” This sentence should read: “Every <u>student</u> believed <u>he or she</u> was the best programmer in the class.”
<b>vt</b>	Error or awkwardness in verb tense
<b>// or parallelism</b>	Awkward or faulty parallelism; items in a sentence have been structured as parallel, but the parallel is not grammatically or stylistically carried through. For example: “We took the sample to the lab, then the classroom, then left” should be “We took the sample <u>to</u> the lab, then <u>to</u> the classroom, <u>then</u> we left.”

<b>emph</b>	Emphasis problematic—check sequence of items in sentence and/or overall sentence structure; arrange all elements for maximum clarity and impact
<b>frag</b>	Sentence fragment, a dependent clause without all the elements of a basic complete sentence—remember, even a sentence that looks lengthy may be a “fragment”
<b>run-on</b>	A sentence that either has more than one independent clause or has too many dependent clauses for the meaning to be clear
<b>red/rep</b>	Redundant or repetitive, often fixed by combining sentences or by replacing repetitious generalities with appropriate specifics.
<b>cs</b>	Comma splice—2 grammatically complete clauses fused together with a comma instead of being separated by a period, colon, or semi-colon. For example: “The lab report indicated toxic particles, we now had to definitively identify the composition of those particles” should be, “The lab report indicated toxic <u>particles</u> ; <u>we now had</u> to definitively identify the composition of those particles.”
<b>poss</b>	Possessive form either required or inappropriate to context; be sure you are not mistaking <u>a plural</u> for a <u>possessive</u> (or vice -versa)
<b>ref</b>	Missing reference or problem with format of reference