

## Commonly Found Grammatical, Structural and Stylistic Errors

### First Level Editing

*Look for...*

Dangling prepositions \_\_\_\_\_

Subject verb agreement \_\_\_\_\_

Word choice \_\_\_\_\_

Correct use of prepositions \_\_\_\_\_

Distinguishing past and present tense \_\_\_\_\_

Contractions \_\_\_\_\_

### Formatting

Two spaces at the end of each sentence \_\_\_\_\_

No spaces between paragraphs \_\_\_\_\_

Spelling \_\_\_\_\_

Word pairs \_\_\_\_\_

Ex: where and were  
there and their  
of, have and off

Informal speech/register \_\_\_\_\_

Capitalization \_\_\_\_\_

Commas \_\_\_\_\_

Use of semicolons \_\_\_\_\_

## **Second Level Editing**

*Consider these issues...*

**Knowing when to end  
and begin a new sentence** \_\_\_\_\_

**Sentence structure** \_\_\_\_\_

**Clarity** \_\_\_\_\_

**Word choice** \_\_\_\_\_

**Economy of style** \_\_\_\_\_

## **Third Level Editing**

*Review these issues related to essay structure...*

**Use of a thesis  
to organize the essay** \_\_\_\_\_

**Write a good introduction  
introduces your thesis** \_\_\_\_\_

**Use powerful topic sentences  
provides parameters of inclusion  
and exclusion** \_\_\_\_\_

**Develop a good conclusion** \_\_\_\_\_

## **Fourth Level Editing**

*Ask these questions...*

**What is the mix of visual  
imagery (poetic forms)  
and academic representation?  
The mix of show and tell** \_\_\_\_\_

**Is the essay logical in its  
argument and/or presentation?** \_\_\_\_\_

**Is the essay convincing?** \_\_\_\_\_