

| Symbol | Symbol meaning                                      |
|--------|---|
|        | You have missed out punctuation, or it is incorrect |
|        | A capital letter is needed here                     |
|        | A lower case letter is needed                       |
|        | A space is needed                                   |
|        | Remove the space                                    |
|        | The person is inconsistent or incorrect             |
|        | The verb tense is incorrect                         |
|        | The passage or sentence is confusing                |
|        | Begin a new paragraph                               |
|        | You are missing a verb                              |
|        | You are missing a subject                           |
|        | The tense changes in the same sentence              |
|        | The spelling is wrong                               |
|        | The plural use is wrong                             |
|        | A word seems to be missing                          |
|        | This word is unnecessary                            |
|        | The wording is awkward                              |
|        | The order of the words is wrong (syntax)            |
|        | Your writing is repetitive here                     |
|        | You have used inappropriate slang/colloquialism     |
|        | Add a preposition                                   |
|        | Add an article                                      |
|        | Add a conjunction                                   |
|        | Remove the comma splice                             |
|        | You have used the wrong word form                   |
|        | You have used the wrong word                        |
|        | Use a transition word                               |

| Symbol | Example or hint   |
|--------|---|
|        | Punctuation makes your meaning clear.   |
|        | Use for proper nouns and starting a sentence.   |
|        | If in doubt, use a lower case letter!   |
|        | Add a space.  |
|        | Remove the space.   |
|        | First (I, we) Second (you, your) Third (he, she, they, it)  |
|        | Tenses relate to the past, present, and future.   |
|        | Try rewriting the sentence to make it clearer.  |
|        | Paragraphs should contain one clear idea.   |
|        | Add a verb (a doing word).  |
|        | Add a subject (a person, place, thing or idea).   |
|        | Make sure the words use either the past, present or future tense.   |
|        | Find a dictionary and correct your spelling.  |
|        | Is there more than one?   |
|        | Can you add a word to make this clearer?  |
|        | What happens if you remove this word?   |
|        | Try rewriting the sentence, so it is easier to read.  |
|        | Change the order of the words in your sentence.   |
|        | Variation makes your writing interesting.   |
|        | 'I want 2 go home' should be 'I want to go home.'   |
|        | These words form a relationship between one word and another. Common ones are with, from, by, into, and on. |
|        | These words modify nouns ('the' and 'a' are articles).  |
|        | These are connecting words.   |
|        | Add a coordinating conjunction after the comma or change the comma to a semicolon or a full stop.           |
|        | 'He written a beautiful story' should be 'He wrote a'...  |
|        | Find a dictionary, does this word mean what you think it does?  |
|        | Add a transition word like also, for example, and, in fact.   |