

Guide to my Shorthand: MARKING CODE

Symbol	Meaning of Symbol	Example
↑	Begin a new paragraph	
←	Do <u>not</u> begin a new paragraph	
Sp.	Misspelled word	tru <u>e</u> ly
W.W.	Wrong word	
W.ch.	Word Choice/diction (find a better word)	
V.V.	Vary vocabulary	
frag	Sentence fragment	Running into the store.
Punc.	Incorrect punctuation	
R.O.	Run-on sentence	I was late, my alarm did not ring.
“ ”	Use quotation marks	
^	Insert a word/something has been omitted	I went to <u>^</u> door
Agr.	Agreement (subject/verb)	Are everybody there?
Agr.	Agreement (subject/pronoun)	Some <u>one</u> stuck <u>their</u> head in the door
tense	Incorrect tense/tense shift	I saw him as I <u>come</u> home
Vague	Unclear wording/Lacks accuracy or specifics	
Passive	Passive Voice–use active voice by changing subject	The ball was thrown by Bill Bill threw the ball.
Awk.	Awkward/numerous errors/wording	
R.W.	Re-word/sounds awkward	
Cliché	An overused expression–reword	He took the bull by the horns
L.L	Lacks logic–reword/clarify	
?	Meaning unclear	
//	Separate the two sentences or ideas	
wordy	Wordy. Be more concise.	
Rep.	Repetitive. Be concise.	“a group of <u>people</u> attacked another group of <u>people</u> and many <u>people</u> died.”
Trans.	Insert a transition word to help writing flow	
Coll.	Colloquial language. Write formally	I got to go to the store to buy some stuff.
Summ.	Summary (avoid)	
⇔	Connect/link ideas	
I.Q/I.Qt	Incorporate quotation with in sentence. Quotation should not be free-standing	
T.S	Topic Sentence	
C.S.	Concluding Sentence	
ex.	Example needed	
Expl.	Explain/Expand on your idea.	
pt.	Point (point unclear)	