

## Guide to Marking Corrections

P = Punctuation

GR = Grammar

SP = Spelling

CL = Capital Letter

NS = New Sentence

NP = New Paragraph

WW = Wrong Word

EXP = Incorrect Expression

In addition the following symbols could also be used:

○ Part of a word that has been circled indicates wrong spelling

^ This symbol indicates that a word/words are missing

\_\_\_\_\_ Underlining indicates the wrong words/poor expression

| Similarly, a vertical line down the side of a passage indicates that greater clarity/relevance/less waffle is needed