


Grading Codes

Use the following codes to make changes to your documents. You should read all of the comments since some of them may not become relevant until you start making corrections. Ask me if you have any questions.

/ Usually indicates a mechanics error, but may indicate a second or later occurrence of one of the following:

 Delete character, word, or space

 Repair word error

_ [underlined letter] Don't capitalize

 [triple underlined letter] Capitalize

— [strikethrough] Eliminate word or sentence error

Write out numbers that start a sentence; **or**, if you think your reader will be scanning for numerical information, use a numeral instead of writing it out

" [ditto] See previous comment marked on your paper

~ Somewhat (ex: ~W means "somewhat wordy")

 Start a new paragraph

\$ Use a dollar sign at the beginning of a monetary value (don't need the word *dollar*)

? Clear up confusing discussion

abb Write out abbreviation unless it is more common than the written out version: IBM, CPR, GPA, UCLA, etc.

act Add an action request to the message. Make sure it is explicit. Not "I hope to meet with you" but "Please consider me for an interview."

ad lg Avoid advertising language

agr Fix agreement/grammar of the

sentence

amb (ambiguous) Take out extra meanings

"AT" Use quotation marks around the name of an article

AU avoid underlining (and blue ink)

aud consider your audience and their needs (define necessary terms, don't repeat things they already know, etc.)

B Work on taking out unnecessary *be*-forms. Aim for a maximum of 2 per page.

BL-1 The salutation of a business letter uses a colon or open punctuation (no punctuation for the salutation or closing). The salutation also uses the title plus last name of the reader (Dear Ms. Smith☺)

BLF Include all elements of a standard business letter format (for most assignments block or flush left style)

BO Use bold highlighting to make headings and other important words stand out

cap-st Use a consistent capitalization style

CB Remember the needs of the color blind

CD Add concrete detail to illustrate your points

CIM-1 Include an overhead transparency of the faulty communication

CIM-2 Direct the message toward the writer/owner of the faulty piece (you are an employee of the company)

CIM-3 Tell us where/how you found the faulty communication

CIM-4 Introduce the item

CIM-5 Describe the faults and explain why they are a problem

CIM-6 Provide clear, specific solutions

CIM-7 Rewrite the faulty parts

CIM-8 Describe the changes you made

CIM-9 Emphasize why the changes are important

CL Reword clichés

Co Use a colon only at the end of a complete sentence (We will discuss the following items:), but leave it off if the list items complete the sentence (We will discuss)

CS Cite source

CT Use consistent terminology

© Mark copyrighted material with the copyright symbol

D Use a consistent level or type of diction

DM Repair dangling modifier

EIM-1 Identify engineer, company, and length of service

EIM-2 Describe the company product/service

EIM-3 State engineer's specific job title and duties

EIM-4 Describe the necessary job skills for your engineer and others going into the same type of job

EIM-5 State the workday percentages of oral and written communications

EIM-6 Describe situations for specific communication strategies (email, meetings, and so on)

EIM-7 Explain how you will use this information

EIM-8 Use paragraph format (remove bullets except for introduced lists)

ex Provide an example

FF Fix font. Use 12-point Times, Times New Roman, or Cambria for body text. You may use a larger sans serif font for headings and titles. No font anywhere should be smaller than 12 point, including parts labels on visuals

frag (fragment) Finish the sentence

G fix grammar problem

GI (general information) Move explanations that cover multiple parts of a document to the introduction

GY (general you) Only use the word *you* to directly address your reader, not as a general pronoun meaning "people" or "everyone"

HH Highlight headings, usually with bold font, and use the headings or subheadings required in the assignment

HP Fix heading placement. Put more space above headings than below. Also, don't allow headings to become separated from their text

HS Fix the heading size(s) to reflect a clearer hierarchy—usually 4 point size difference between levels

HY Don't use hyphens (-) for bullets

I-1 Place **warning page** first after the cover

I-2 **Define** warning, caution, and danger symbols in the introduction to the safety section

I-3 Include a **symbol for warnings**

I-4 Always use **second person** (*you* or implied *you*) in instruction steps

I-5 Make a distinction between the **steps** you want your user to perform and the **results** of the step—don't number the results

I-6 Give a reason for the warning

I-7 Each step needs its own number or letter (or bullet for iFixit)

IT Italicize titles of longer works, software, websites, and words referred to as themselves

JAL-1 Ask for an interview and suggest some dates you will be available

JAL-2 Add the name of a specific person—you can make one up for the purposes of this assignment

JAL-3 Show/explain how these skills benefit the company you are applying to

K+O Use keywords and organizational markers in headings, titles, and, subject lines

L Clear up inconsistency or error in **logic**

LB Use bullets or numbers for writing out lists of three or more items: bullets when the order doesn't matter and numbers when it does. You can use bullets or numbers for a shorter list if you want the items to stand out, but see SS

L-int Introduce all lists with a sentence or phrase. If you use phrases, the list items together with the intro must make a complete, logical sentence

M Fix punctuation or other mechanics problem

Mar Use 1-inch minimum margins around all edges. On a resume you can make the margins a little smaller, but leave the top margin $\frac{3}{4}$ -inch to keep your contact information from getting cut off by a fax or copier.

MC (mixed construction) Untangle sentence

MD Use double dash (--) or em-dash (—)

MF Use correct memo format as specified for this class: required headings, initials, flush left justification, single spacing within paragraphs, double spacing between paragraphs

MM (misplaced modifier) Clear up who is doing what in the sentence

MS (mode shifting) Keep your mode consistent—for example, use all commands or all information-giving sentences

org Fix organization

OT Remove off-topic elements

P Remove unnecessary or awkward passive

PII Use parallel grammar in headings and lists. Check for consistent font, size, grammar, punctuation, and capitalization

Pos-phr Use positive phrasing

PN Add page numbers to front matter using small Roman numerals (i, ii, iii . . .). Number body of report with regular Arabic numerals (1, 2, 3 . . .). Your cover/title page counts as page i, but you don't want to have a number on it

PR (primary reader)—Don't refer to your primary reader in third person (he, she, it, Doris, and so on). Use *you* or refer to the company instead. Also make sure you are not including information your primary reader already knows

PRF Proofread

PR-1 Address the proposal to iFixit

PR-2 Add a request for approval

PR-3 Add the specific model name, number of the device

PR-4 Report and evaluate what repair directions are currently available (see iFixit's assignment description on line)

PR-5 List problems you will address in the troubleshooting guide

PR-6 List specific repair guides you are planning to write

PR-7 Add the project schedule

PR-8 describe the camera equipment you will be using, including the number of megapixels and lighting

PR-9 Use the header specified by iFixit

prn Repair faulty or confusing pronoun reference

PRS-1 Use Assertion-Evidence slides (complete sentence that makes a point + visual support)

PRS-2 Include progress markers/slide numbers on the slides (ex.: 3/10)

PRS-3 Add presenter name to the title slide

PRS-4 Use sans serif slides font for slides

PRS-5 Credit all visuals and add captions

PRS-6 Add benefits

purp Add an explicit purpose statement at or close to the beginning of the message. Not "I am interested in your company" but "I am writing to apply for a position"

"Q." Move punctuation inside quotation marks

R Eliminate repeated idea or redundant phrasing

R-1 Tailor your objective for each position you apply for

R-2 Write out the complete school name (California Polytechnic State University, San Luis Obispo) and the name of your anticipated degree (Bachelor of Science in Electrical Engineering)

R-3 Company contact information and manager's name will go on the application

R-4 Use reverse chronological order

R-5 Use telegraphic style on a resume to save space

R-6 Reformat the resume to fit on one page. If you still have too much information, or if your field expects a longer resume, make sure the most important information is on the top page.

R-7 Omit high school information after sophomore year unless it is especially relevant to the job you are seeking.

R-8 To save space, you can omit “References Available on Request”

R-9 Any relevant class projects to add?

R-10 Consider adding skills section for computer software, hardware, second languages, etc.

R-11 See “Undergraduate Resume Tips” on my website for further ideas.

R-12 Avoid Microsoft *Word* templates

R-13 Any relevant skills, duties, events, leadership, etc to add here?

R-14 Use class names instead of numbers

RG-1 Add a complete action statement after the step label (Step 1: Remove Battery)

RG-2 Include both action and result photos for this step

RG-3 Add hands or tools to the photo to clarify the action

RG-4 Add highlights (boxes, circles, arrows, etc.) to the relevant components in the photo

RG-5 Add a not icon

RG-6 Add a warning symbol and a reason for the warning

RG-7 Use a better photo (less blurry, higher contrast, or clearer focus on relevant part)

RG-8 Specify type of tool to use and remember to refer to it as “a” not “the”

RG-9 Say where to buy new parts

rel Check or explain relevance

S an abbreviation for *sentence*

sl Take out inappropriate slang

sp Fix spelling

sp-SL Use a specific subject line

SR-1 Direct the status report of me and iFixit

SR-2 Add items to the work remaining section (check the doc specs and class schedule)

SR-3 Add items to the work completed section (check the doc specs and class schedule)

SR-4 Add a complications section (if you have experienced no complication, say that)

SR-5 Add a time log

SR-6 Use the subject line specified in the assignment description (includes the hashtag number)

SR-7 Describe a minimum of 2 group sessions

SR-8 Describe a minimum of 2 research sessions

SR-9 Remind us of the topic in the intro (name the device)

SS Avoid single subpoints, subheadings, and bullets: add a second subpoint, subheading, or bullet; or revise the higher heading

STM Remember to observe the limits of short-term memory (7 plus or minus 2) by chunking

STY Use styles to make your table of contents look professional

T Add transition

“T” Put quotation marks around the title of a short work

TelS Avoid use of the telegraphic style—don't leave out a subject, *the*, *a*, *an*, and other small words)—except in tables and résumés

TG-1 Phrase the problem headings in the trouble shooting guide as specific problems: Not “signal” but “weak signal”

TG-2 Phrase the causes more specifically: Not “lighting” but “insufficient lighting”

TG-3 Add a line to point to a solution: Ex.: Click here for directions to fix the motherboard.” And highlight the part that will become the link.

™ Mark trademarked names, logos, etc. with the trademark symbol

TOC an abbreviation for *Table of Contents*

TopS Add a topic sentence. Adjust the text so that it makes sense on its own, without the reader having to refer to the heading

TS (tense shift) Use a consistent, logical tense

TUH Put text under all headings—a sentence introducing the section may be appropriate

U Repair usage (probably a word choice error)

UT Underline titles of books and other long works

V Make the writer's voice (persona) consistent throughout

vis Include a **photo or illustration** of this step. You may choose to refer us to a photo already used if that will illustrate your point—make sure relevant parts have clear labels. You may find it more effective to repeat photos

VL Indicate the location of the visuals in the text

VP Label subparts within visuals

VR Reference all visuals in the text, including their title/figure number and location (ex: See Figure 4 above.) Note: place visuals as close as possible to their reference.

VS Vary sentence structure

VT Use a title and table or figure number for each visual

W Reduce wordiness

X Break up this sentence

YA Improve the you attitude—usually involves using "you" before "I" or "We" in the first sentence and maintaining a polite, respectful tone