

# 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

**act** Add an action request to the message

**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.

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

**cap-st** Use a consistent capitalization style

**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 how/where 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

**ex** Provide an example

**FF** Fix font. Use 12-point Times or Times New Roman 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 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 the warnings**, both in the beginning and in the body. I am looking for at least two warnings with their symbols in the body, as well as the warnings in the introduction

**I-4** Always use **second person** (*you* or implied *you*) in 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** Remember the needs of the color blind

**I-8** 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

**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

**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

**prn** Repair faulty or confusing pronoun reference

**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 you wish to work on

**PR-4** Report and evaluate what repair directions are currently available (see iFixit assignment description)

**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

**PR-9** Use the header specified by iFixit

**purp** Add an explicit purpose statement at or close to the beginning of the message

**“Q.”** Move punctuation inside quotation marks

**R** Eliminate repeated idea or redundant phrasing

**Res adv** See “Undergraduate Résumé Tips on my website for further ideas

**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

**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

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

**™** 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