

HOW TO WRITE A CORRECTION

In order to improve your written English, it is very important that you correct English class tests, homework, or any other piece of work.

List of correction symbols

Mistake	Meaning	German	How you correct the mistake
?	sense	Sinn	Please rewrite the sentence so that the sentence makes sense. Label the parts of the sentence.
Exp	expression	Ausdruck	Please correct the false expression. Write the German and the English expression.
Gr	grammar	Grammatik	Please write the correct sentence and explain the grammatical rule.
Prep	preposition	Präposition	Please write the correct preposition.
P	punctuation	Zeichensetzung	Please rewrite the sentence with the correct punctuation. Please explain the rule.
Ref	reference	Beziehung	Please rewrite the sentence and underline the correct reference.
Sp	spelling	Rechtschreibung	Please write the correct word three times.
Sy	syntax	Satzbau	Please bring your words in the correct order and rewrite the complete sentence. Label the parts of the sentence.
T	tense	grammatikalische Zeit	Please rewrite the sentence and explain the rule.
Voc	vocabulary	Vokabeln	Please write the correct word three times (English – German).
Wo	word order	Wortstellung	Please rewrite the full sentence and label the parts of the sentence.

**Please number every single mistake, make a table like the one below, and fill out the table.
In the column “right”, you underline the correct version in green. Some examples:**

No	Mistake	Right
1	Prep	I go <u>to</u> school.
2	T	I am <u>writing</u> a book now. → “Now” is a keyword for the Present Progressive.
3	Sy	<u>I speak English.</u> → I = subject / speak = verb / English = object. In English, the <u>subject</u> comes first, then the <u>verb</u> , and then the <u>object</u> (= SVO).

Where you can find help:

- Internet: www.g-wilke.de (my own homepage with helpful documents; such as comma rules, English tenses, ...) → [www.http://dict.leo.org](http://dict.leo.org) (for vocabulary)
- use the vocabulary and grammar sections in our textbooks (tip: have a look at older textbooks, too) and use a dictionary (especially for *voc*, *sp*, and *prep* mistakes)

Please list the sources you used at the bottom of your correction. Books with the exact page(s), and Internet references with the exact link(s).