

Comments on your Written Work

1. **Circled Numbers.** Circled numbers refer to sections in *The Writing Guide*. These are attached to errors of style requiring your attention. Please read the corresponding section of *The Writing Guide* carefully. Also be aware that sometimes I just note the problem; at other times I offer a suggested correction.

2. **Other Comments.** You may find on your paper other comments I've appended, e.g. inserted commas or letters, circles denoting an extra and unnecessary space, capital letters for lower-case letters (or vice versa), etc. The corrections necessary should be self-explanatory, as well as the reason your text requires emendation.

3. **Notation Marks.** Please note the following:



a. A deletion-mark (a horizontal line or an upward slanting line with a loop at the top) indicates that a letter, word or words should be deleted.



b. The proper point of insertion for a correction is often noted with a hatch mark (^) below the line.



c. Questionable word choice or phrasing is indicated with a wavy line below the text. This is sometimes accompanied by a suggestion about an appropriate substitution and followed by a question mark. Most often this indicates that I am unsure about the meaning of your words.



d. A ligature mark is used to clarify the reason for a particular notation. You will see this especially when you have repeated words unnecessarily (Section 7 in *The Writing Guide*).



e. A large curved line in the margin indicates a part of the text that applies to a certain correction. This is used most often to indicate paragraphs that are too long or too short (Section 15), a series of choppy sentences (Section 5) or a failure to follow guidelines about proper formatting (Section 18).

Any students who have questions about my comments on their written work should not hesitate to make an appointment to see me. Having command of formal writing style can be a valuable skill and an important element in your future success no matter what profession you enter. If you think I can help, let me work with you to improve this aspect of your writing!

Example of an Original with Corrections Attached

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 18 ^ The Akadians were a Semitic group who's first great ruler was Sargon. The only great ruler they had. His autobiography claims his father he "knew not." It also says "the brothers of my father the brothers'?" Many different lands were brought under their control during his so-called Empire Period. His daughter might have been a important member of his administration and played a gigantic role in the cultural transformation her father affected. This can be seen in the hymn she wrote from Ishtar having many beautiful parts. She does other important stuff, too; her mother was Sumerian, I think. - why does that matter?

Handwritten annotations: 12, 13, 17, F, 7, 5, 19, 11, 11, 2, 20, 3, 6b, 10, 14, 28, 16, 1, 26.

Example of a Revision with Corrections Noted Properly

18 The Akkadians were a Semitic group whose first and greatest ruler was Sargon. Though his autobiography claims he did not know who his father was and did not come from nobility, many different lands were brought under Akkadian control during Sargon's so-called Empire Period. His daughter was an important member of his administration and played a major role in the cultural transformation her father effected. This can be seen in the hymn she wrote to Ishtar which has many beautiful parts. Among her accomplishments, she incorporated the worship of Inanna into Akkadian religion in honor, no doubt, of her mother who was Sumerian, according to some accounts.

Handwritten annotations: 12, 13, F, 17, 7, 5, 19, 11, 11, 2, 20, 3, 6b, 10, 14, 28, 26, 16, 1.