



EDITING PREPARATION

JUANITA WILSON

CONCORD

**THE NUMBER (SINGULAR OR PLURAL)
OF THE SUBJECT SHOULD AGREE WITH
THE NUMBER OF THE VERB.**

SINGULAR

- I am / jump
- You are / jump
- He, she, it is / jumps

PLURAL

- We are / jump
- You jump / jump
- They are / jump

LACK OF CONCORD (NUMBER)

Lack of concord number.

The number of the subject should agree with the number of the verb.
Singular subject = singular verb
Plural subject = plural verb.

Always find the subject by asking “who” or what before the verb – who jumps.
The group of boys jumps. (singular verb/singular subject)

Watch out for

- The subject does not always stand closest to the verb.
- There’s, there’re
- Either, someone, everyone, somebody, everybody are all singular.
- subjects are joined by “and” take a plural verb.

Change the verb to suit the subject.
The groups of boys jump. (wrong)
The group of boys jumps (right)

Some Exercises

John and I was/ were there.

The box of chocolates was/ were delicious.

Whenever **one** sees something **one** does not like, a viable option is to close **one's** eyes.

You should always try to do **your** best, because if **you** don't **you** will never be happy.

She knew that if **she** wanted to reach the top, **she** needed to work very hard.

When you have finished you can give a copy to the secretary and **me** (**NOT MYSELF. Be careful of incorrect use of the reflexive pronoun**)

LACK OF CONCORD: PRONOUN

Lack of concord pronoun.

All pronouns in a sentence should agree in number and person.

- He, one, she, it, they are all third person .
- You is second person.
- someone, everyone, somebody, everybody are all singular.
- “Man” when spoken of generically is singular.

Look for mixing of “you” and “one.”

Some Exercises

One should do what you are told.

She knew everybody were / was present.

Change all the pronouns to one type.

One should always do your homework (wrong)

You should always do your homework (right)

One should always do one's homework. (right)

WHEN TO USE “I” OR “ME”

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DOUBLE NEGATIVE

**YOU MAY ONLY HAVE ONE NEGATIVE
IN A SENTENCE OR CLAUSE.**

DOUBLE NEGATIVE

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Double negative	You may only have one negative in a sentence or clause.	Look out for these words- not, never, hardly, nothing, don't and didn't. They may not be with another negative in a sentence.	I hardly never do it. (wrong) I hardly ever do it (right) I didn't do nothing (wrong) I didn't do anything. (right) Change one of the negatives to a positive.
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Some Exercises

I didn't do nothing wrong.

I am very shy so I hardly never know what to say in company.

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INCORRECT PARTS OF SPEECH

PREPOSITION INSTEAD OF AUXILIARY VERB
ADJECTIVE INSTEAD OF ADVERB AND VICE VERSA
ADJECTIVE OF QUANTITY INSTEAD OF NUMBER

INCORRECT PART OF SPEECH

Should of Would of, could of etc.	Should have, would have, could have. Some Exercises I could of screamed because of what he had done. She should of known what to do.	Look out for should, could, would- see what follows.	He should of come with us. (wrong) He should have come with us.(right)
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Good /well	Some Exercises	Good is an adjective. She is a good girl. Well is an adverb. He did well at school.
Fewer/less	Owing to bad weather the pool is closed.	Fewer is used for number, things you can count. He has fewer marks than I. Less is used for quantity, things you measure. There is less milk in this jug.
Among/ between	We have less/ fewer exercises to do in less/ fewer time.	Among- used for many things. He placed her book among the others. Between- used for two things. Between you and me.
Due to / owing to	I'm good thank you.	Due to can be used as an adjective or after "is" No other times His wealth is due to his hard work. Owing to may begin a phrase- Owing to the weather I shall not run
	If you go in among them, the mob will lynch you.	

Hanged/ hung	A person is hanged. A picture is hung.
Each other/ one another.	Each other refers to two people.They spoke to each other. One another refers to many people.The ladies spoke to one another.
Elder/ oldest	Elder is used to compare two things. She is my elder daughter. Oldest is used for more that two things.This is the oldest man I know.

Some Exercises

Do you know the eldest/ elder of his two daughters?

There was talk in the class as the pupils spoke to each other/ one another.

Please note

Correct the spelling

It was definatly the most exciting adventure they had been on. Untill one of them through the ball threw the window. That was not an every day occasion. It was wonderfull to see how quickly they recovered aswell. In a short while they were all talking to eachother again.

- definitely
- all right
- threw- threw the ball / the thrown ball
- through- through the door.
- Throne – claimed the throne.
- as well
- a lot
- every day.
- until
- forgetful- all adjectives ending in ful have one “l”
- in fact NOT infact
- in love NOT inlove
- l before “e” except after “c”
- Conscious /conscience
- College/collage

Auxiliary verbs	The present participle needs an auxiliary verb if it is going to be a finite verb.	Check the subject of the sentence	If you going to town. Should be If you are going to town.
Confusion between his and he's	His = personal pronoun He's = contraction of he is Some Exercises This is the first time his been here. His the most infuriating person I know. You looking good tonight.	Look out for his. Change it to “ he is” in the sentence. If it does not make sense it should be “his”	His going to town Should be He is going to town His hat is crooked – This is how his should be used.

Misuse of “like” and “as”

Like = preposition (takes an object)

As = conjunction (joins clauses)

Some Exercises

You should always live each moment like it is your last.

He is like that when she behaves like he is a fool.

You should decide if it is like you want it to be or not.

The fire roared like a lion as it blazed over the mountain.

Be alert when you hear the word “like”

He is like me. Correct.

He drives his car like he is the king of the road.
Incorrect.

He drives his car as if he is king of the road.



PUNCTUATION ERRORS

The apostrophe (Errors: Incorrect use/ Misplaced/ Singular/ plural confusion)	Indicates possession	Jane's book The girls' books The children's books	The book of Jane The books of the girls. The books of the children
	Indicates omission Indicates contraction	don't = do not It's = it is They're = they are 'em= them won't = will not	Apostrophe placed where the letter has been left out.
The comma (Errors: Comma splice, Omission of comma)	Separates items on a list Introduces a clause	She wanted to go, but could not. The shop sold peas, carrots, bananas and apples.	She went to the shop, bought some food, took a taxi home. (Wrong) She wanted to go to but could not.

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The comma (Errors: Comma splice, Omission of comma)	Separates items on a list Introduces a clause	She wanted to go, but could not. The shop sold peas, carrots, bananas and apples.	She went to the shop, bought some food, took a taxi home. (Wrong) She wanted to go to but could not.

SPELLING ERRORD

SOME MORE OF COMMONLY MISSPELT WORDS

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already

as well

college

conscience

conscious

definitely

Disappoint

There/ they're/ there

etc.

friend

immediately

probably

psychology

receive

weird

sincerely

thoroughly

gullible

disappear

occasion

necessary

each other

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SPLIT INFINITIVE

YOU MAY NOT PUT ANYTHING
BETWEEN THE PREPOSITION "TO"
AND THE VERB

Split infinitive	To jump = infinitive You may not put anything between the “to” and the verb	Look for “to” . Check to see if the verb follows directly afterwards.	Remove the words in between and place them elsewhere (usually closest to the verb) To quickly jump- to jump quickly.
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ENDING A SENTENCE ON A PREPOSITION

**PREPOSITIONS ALWAYS GOVERN
OBJECTS.**

Ending the sentence on a preposition	Prepositions always govern nouns or pronouns.	Look to see if the clause or sentence ends on – with, to, in, of, by, near, etc.	Add a noun or preposition. He came with (wrong) He came with us (right)
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COLLOQUIAL LANGUAGE

**INFORMAL OR
EVERYDAY
LANGUAGE**

AMBIGUITY

WHEN THE SENTENCES CAN BE READ
IN TWO DIFFERENT WAYS AND THUS
HAVE TWO DIFFERENT
INTERPRETATIONS.

“A GOOD LIFE DEPENDS ON A LIVER ”

“FOREIGNERS ARE HUNTING DOGS ”

“THE PASSERBY HELPS DOG BITE
VICTIM”

MALAPROPIISMS

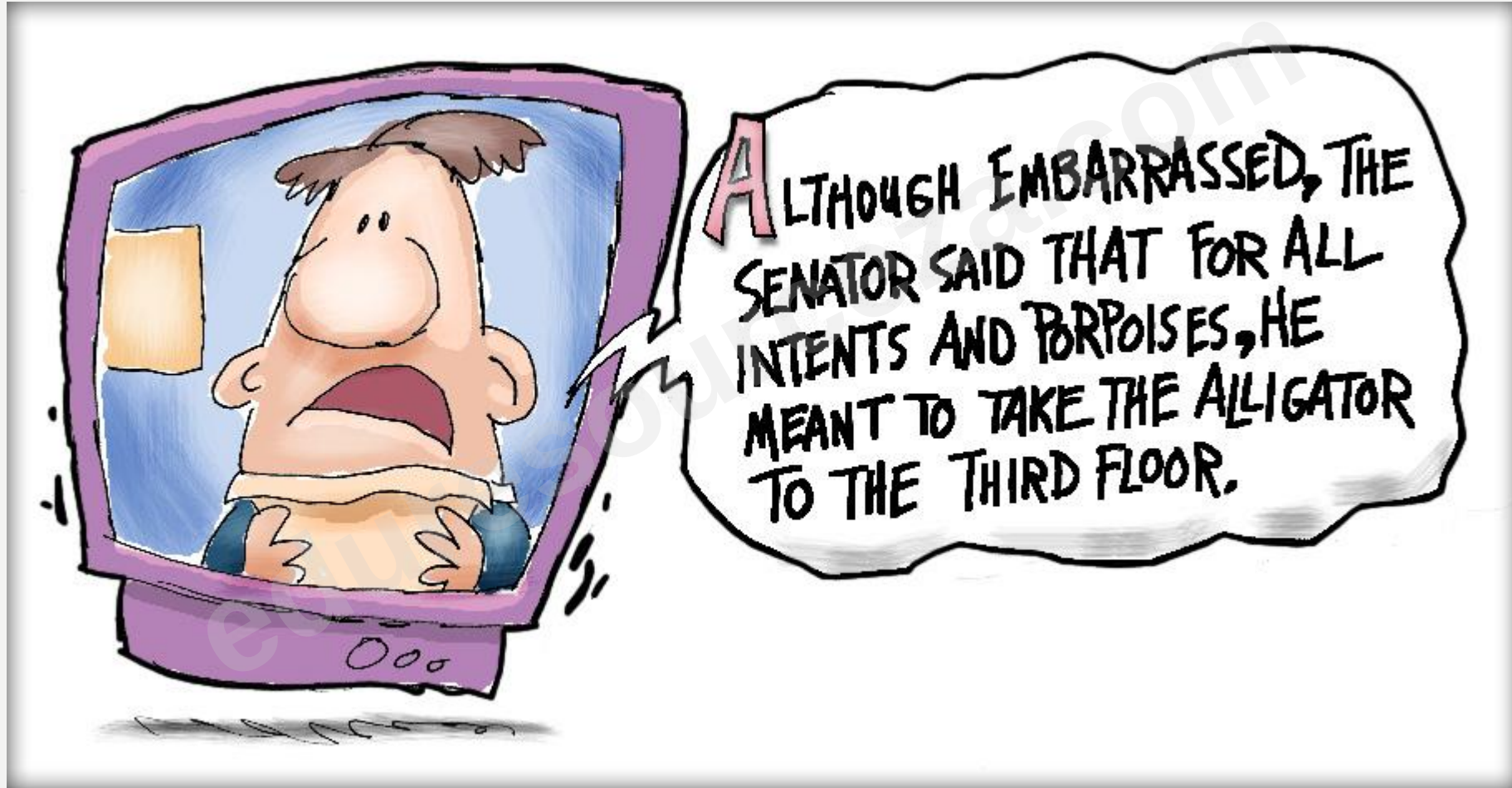
DEFINITION:

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**MALAPROPIISM IS THE
UNINTENTIONAL USE OF
INCORRECT, SIMILAR
SOUNDING WORDS.**

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**"Look! He's been struck by
enlightening!"**



*Not long to go now
and there will be a new
edition to my family!*

MALAPROPISM

He had to use a fire
distinguisher.
Michelangelo painted the
Sixteenth Chapel.

Is the unintentional use of incorrect, similar sounding words

REDUNDANCY

REDUNDANCY

The use of unnecessary words. They can be left out without affecting the meaning. You are basically saying the same thing in different ways in the same sentence.

- *It was the general consensus of opinion that we must go to the movie.*
The two words which convey the same meaning are **consensus** and **opinion**
- *The three brothers had nothing in common with each other.*
Here also two phrases **in common** and **with each other** have been used to convey the same meaning.

Exclusive to All Newspapers

DIANA WAS STILL ALIVE HOURS BEFORE SHE DIED

A SERIES of previously un-
seen CCTV images have
revealed that Diana was alive



SHE WAS ALIVE

Before she was dead

TAUTOLOGY

TAUTOLOGY

- **Two words that are side by side in the same sentence that mean the same thing.**
- **You are essentially repeating yourself, and should eliminate one thing.**

Examples:

- **I personally think**
- **This is a short summary of...**
- **Reverse backwards**
- **"Tuna Fish" is redundant because "Tuna" can only be a fish therefore, "fish" is not necessary to mention.**
- **"Big Giant" The word "Giant" signifies something huge, big or large; therefore the word "Big" is not necessary to mention.**
- **"Raise up" or "Lower down" the anchor. Raise can only go in one direction, "Up" as lower can go in only one direction, "down".**

ANTITHESIS

**TWO OPPOSITE THINGS
IN THE SAME SENTENCE.**

**“ I LOVE HIM AND HATE
HIM AT THE SAME TIME ”**

PARADOX

**AN APPARENT CONTRADICTION
(BUT WHEN YOU STUDY IT, IT MAKES
SENSE)**

**“MEN WORK TOGETHER WHETHER THEY
WORK TOGETHER OR APART.” - ROBERT
FROST**

ACTIVE AND PASSIVE VOICE

PASSIVE VOICE

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- **Passive** – The subject has the action done to it. [**A pedestrian was struck** at the intersection.]

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ACTIVE VOICE

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- **Active** – The subject does the action.
[**Mrs Crawford struck** a pedestrian
at the intersection.]

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SIMPLE, COMPOUND, COMPLEX SENTENCES

CLAUSES AND PHRASES

- **Clause** = A chunk of information that contains a subject doing a verb. E.g:
 - *I despise individuals of low character*
- **Phrase** = a collection of words that does not have a subject doing an action. E.g:
 - *leaving behind the dog*
 - *smashing into a fence*
 - *before the first test*

- **A simple sentence consists of only one clause. {"I like big butts"}**
- **A compound sentence consists of two or more independent clauses separated by a conjunction. {"I like reading and long walks on the beach"}**
- **A complex sentence has at least one independent clause plus at least one dependent clause**

USING ITALICS

WHEN QUOTING
SOMEONE'S WORDS
OR REFERRING TO
THE OFFICIAL NAME
OF SOMETHING (LIKE
A BOOK OR MOVIE)