

PERFORMANCE TASK FOR GRADUATION

Editing Scoring Guide

The correctness of the sentence structure, punctuation, and capitalization of your writing will be evaluated based on the rules in this document. As you edit your work, refer to this guide.

TYPE	DESCRIPTION	EXAMPLE
SENTENCES	<p>Sentence fragments. Sentence fragments are groups of words that do not make a complete, grammatical sentence. Often fragments do not have a subject and/or a verb.</p>	<p>Examples of sentence fragments: <i>Up the fire escape.</i> <i>Of its trade with the tribes up and down the Danube.</i></p>
	<p>Run-on sentences. Run-on sentences have too many independent clauses that have been combined. Correct them by separating the clauses into separate sentences.</p>	<p>Example of a run-on sentence: <i>The wicked witch cast a spell so the prince fell asleep, and the princess didn't know what to do, but the king sent the knight to fight the dragon, then the prince awoke.</i></p>
	<p>Comma splices. A comma splice occurs when two or more independent clauses are joined with a comma but do not have a coordinating conjunction (e.g., <i>and, but, or, etc.</i>). Correct a comma splice by inserting a coordinating conjunction, by replacing the comma with a semicolon, or by rewriting the clauses to make separate sentences.</p>	<p>Example of a comma splice: <i>The moon hid behind a cloud, all the world turned dark.</i></p>
	<p>The subject and the verb in a sentence should agree. Use a singular verb when the subject is singular. Use a plural verb when the subject is plural.</p>	<p>He eats too many potato chips. They eat chocolate every night.</p>
	<p>The verb tense used to write the essay should be consistent. Present tense means the action happens now or that it happens all the time. Past tense means the action happened in the past. Do not mix tenses in the same essay.</p>	<p>Example of an incorrect change in verb tense: <i>The character <u>goes</u> through many stages on his quest. The first step <u>was</u> estrangement.</i></p>
	<p>Word omissions. It is easy to leave words out when writing. Look for words left out when editing.</p>	<p>Example of word omission: <i>Sentences don't make when you leave a word out.</i></p>

CAPITAL LETTERS	Capitalize the first word of a sentence.	
	Capitalize the first word of a direct quotation.	<i>Helen asked, "Do you think John was a serious composer?" "For me," I answered, "he was simply amusing."</i>
	Capitalize all words except articles, prepositions, and conjunctions in the titles of books, articles, poems, or plays.	<i>All Quiet on the Western Front</i>
COMMAS	Use a comma to separate individual words, phrases, or clauses in a series. (A series contains at least three items.)	<i>Computers can store information, organize data, and access other information systems.</i>
	Use a comma to separate groups of words in a compound or complex sentence. Use a comma between two independent clauses that are joined by coordinating conjunctions such as these: <i>but, or, nor, for, yet, and, so</i> .	<i>Having good skills is important, but having a good attitude is even more important.</i>
	Use a comma to separate introductory (prepositional, adverbial, or subordinate) phrases and clauses <u>over three words long</u> .	<i>If you don't take care of yourself today, you may regret it tomorrow.</i>
	Use a comma to set off a quotation from the rest of the sentence.	<i>The characters kept repeating the same words over and over, "I am not responsible. I am not responsible."</i>
	Use commas to set off explanatory words or phrases (appositives). The appositive identifies, renames, or explains a preceding noun or pronoun.	<i>John Matthews, an author of several career books, recognizes the importance of networking.</i>

QUOTATION MARKS	Quotation marks are used to indicate titles of songs, poems, short stories, lectures, courses, episodes of radio or television programs, chapters of books, unpublished works, and articles found in magazines, newspapers, or encyclopedias.	<p><i>"A Song for Emily" (short story)</i></p> <p><i>"When Your Parachute Doesn't Open" (chapter in a book)</i></p> <p><i>"Casey at the Bat" (poem)</i></p>
	Place periods and commas inside quotation marks.	<i>"Dr. Slaughter wants you to have liquids, Bob," Mama said anxiously. "He said not to give you any solid food tonight."</i>
	Place quotation marks before and after direct quotations. Only the exact words quoted are placed within the quotation marks.	<i>The report goes on to say that the federal government "must accept responsibility for providing shelter for the homeless."</i>
UNDERLINING	Underlining indicates the titles of magazines, newspapers, books, pamphlets, plays, films, radio and television programs, book-length poems, ballets, operas, lengthy musical compositions, record albums, CD's, and legal cases.	<p><u>Death of a Salesman</u> (play)</p> <p><u>New York Times</u> (newspaper)</p> <p><u>Finding the Hat That Fits</u> (book)</p>
APOSTROPHE	Use an apostrophe to show that one or more letters have been left out of a word to form a contraction.	<p><i>She'd – short for <u>she would</u></i></p> <p><i>It's – short for <u>it is</u></i></p> <p><i>Don't – short for <u>do not</u></i></p> <p><i>They're – short for <u>they are</u></i></p>
	Adding an apostrophe and <u>s</u> usually makes the possessive form of singular nouns. It will help you punctuate correctly if you remember that the word immediately before the apostrophe is the owner. Remember that the possessive of a pronoun does <u>not</u> use an apostrophe (e.g., ours, its, their, and your).	<p><i>Spock's ears</i></p> <p><i>My computer's memory</i></p> <p><i>The dog licked its paws.</i></p> <p><i>This is their car.</i></p>
	When a singular noun ends with an <u>s</u> or a <u>z</u> sound, adding just an apostrophe may form the possessive. When the singular noun is a one-syllable word, however, adding both an apostrophe and s usually forms the possessive.	<p><i>Dallas' stadium</i></p> <p><i>Kiss's last concert</i></p> <p><i>My boss's generosity</i></p>
	The possessive form of plural nouns ending in <u>s</u> is usually made by adding just an apostrophe.	<p><i>Bosses' office</i></p> <p><i>The twins' room</i></p>
	When more than one noun shares possession, use the possessive form of the last noun in the series.	<i>Jason, Camilla, and Elana's sound system (all own one system)</i>