

Grammar Editing Cheat Sheet

1. **Check your pronouns-** Is the gender right? Is it obvious what noun you are referring to?

2. **Check your nouns-** If it is a name did you get the first and last names in the right order? In English First Name, Last Name

Should it be a singular or plural noun? Make sure you don't write something like- There are many dog.

Does it need an indefinite article like a, an or some (functions as a plural indefinite article) or a definite article like "the" or no article at all if it is a general noun? Remember that these rules on articles do have exceptions so be careful.

Rule 1: Indefinite articles are used for previously unknown nouns that are being introduced into a dialogue or story and definite articles are used for nouns that have already been introduced (or are already known or are assumed to be known at the point of introduction to the conversation).

Example:

I saw a cat. The cat was sitting on a fence. The fence was painted brown. The cat jumped off the fence when it saw a mouse. The mouse ran into a hole when it saw the cat so the cat didn't catch the mouse.

Rule 2: When a Noun is Unique, Use a Definite Article

Another important rule is when something is unique* or, in other words, there is only one of that object. In this case, the definite article is used. *The sun, the president, the queen of England, the capital city, and the moon* are all examples. This is especially true for objects that are well known by many or most people, but it is true even when the hearer may not know the object:

A: *Who's he?*

B: *He's the president of Korea. She's the CFO. He's the mayor.*

Rule 3: When we are speaking of a noun in general we usually leave the article out and, if it is countable, use the plural form.*

So for example, when we are talking about an actual cookie or cookies that really exist or existed we use an article (definite or indefinite). In the following examples, we are speaking of specific/actual/real cookies.

I ate a cookie.

The cookie was delicious.

The cookies are on the table.

I made some cookies for you.

However, we can also make general statements about cookies. And when we do speak in general of cookies, we leave the articles out.

I like cookies.

Cookies contain a lot of sugar.

Kids shouldn't eat cookies every day.

I enjoy making cookies.

I never eat cookies at night.

It is possible to either use an article or leave it out, but the meaning will be different in each case:

I like cookies.

(A general statement concerning cookies)

I like the cookies.

(A statement about some specific cookies that I've actually tasted)

It should be noted that when we do speak in general we *commonly* use the plural form** of the noun if it is a countable noun (and just the noun if it is not countable).

Cookies are bad for your health.

(Cookie is countable and therefore put into the plural)

Pizza is bad for your health.

(Pizza is uncountable and left as is)

3. Check your verbs- Does your subject and verb agree? Example:

I like cheese, he likes cheese, and they like cheese

Are you using the right conjugation, tense of the word? Example: present, past, future

Is it consistent with your other verbs and does it make sense?

4. Check your prepositions-Are you using the correct preposition in your sentence? Are you using the correct transition preposition? Refer to the table for the common use of "at, on and in".

AT - ON - IN		
<u>Examples of use :</u>		
<u>Space/Location</u>	<u>Time</u>	<u>Other</u>
AT David is waiting at the	At 9 o'clock	Anne is good at English.

	<p>bank.</p> <p>I saw Mary at work, at home, at the party, etc.</p> <p>We landed at the airport.</p> <p>At a specific address: (at 10 Downing St.)</p>	<p>At the age of 80.</p> <p>At dawn.</p> <p>At night</p>	<p>Look at that car!</p> <p>The golfer aimed at the flag.</p> <p>Laugh at a joke.</p>
ON	<p>The bank is on Oxford street.</p> <p>The offices are on 5th Avenue.</p> <p>The book is on the desk.</p> <p>Don't walk on the grass.</p>	<p>On December 25th.</p> <p>On the day we arranged.</p> <p>On Sunday.</p> <p>On my birthday.</p>	<p>On television./ On <i>the</i> radio.</p> <p>On <i>the</i> phone.</p> <p>On <i>the</i> computer.</p> <p>On holiday(s)/on sale/on fire</p>
IN	<p>He lives in New York.</p> <p>She works in advertising.</p> <p>The children are in the garden.</p> <p>The desk is in the office.</p>	<p>In 2012.</p> <p>In a minute, a month, a year, the future, the past.</p> <p>In the morning, the afternoon, the evening.</p> <p>In winter, spring, summer, autumn.</p>	<p>She writes in English.</p> <p>He is in good humour.</p> <p>They are in danger.</p> <p>We are in good health.</p>

5. Now use your buddy to edit it.

6. Finally read it out loud slowly and look for places that make you pause. Check them for accuracy. Check any words that sound awkward to you. Good Luck!