

Table A: Order of Severity Errors (Grade 10)

SEVERITY	CAPITALIZATION	PUNCTUATION
More (Basic errors)	<ul style="list-style-type: none"> Capitalization of own name First word in a sentence Pronoun "I" Names of people Days of the week Class titles, such as "English" "French", etc. 	<ul style="list-style-type: none"> Periods, question marks, or exclamation points at ends of sentences Periods after abbreviations or initials (e.g., <u>Dr. George Scott, M.D.</u>) Apostrophes in contractions (e.g., <u>don't</u>) or use of superfluous apostrophes (e.g. <u>wan't</u> for want) Apostrophes in possessive nouns (e.g., the dog's house, the dogs' houses) Apostrophes to show quotations within quotations in dialogue (e.g., <u>He said, "Bob yelled, 'Go home!'"</u>)
	<ul style="list-style-type: none"> Months Person's title (e.g., <u>Mayor Smith</u> vs. the <u>mayor</u>) Reference to the "President" (of the U.S.; of France) as a title 	<ul style="list-style-type: none"> Commas between the days of the months and the years (e.g., <u>March 2, 2000</u>) Commas between cities and states (e.g., <u>Seattle, Washington</u>) Commas in complete addresses (e.g., 12356 7th Ave., Spokane, WA)
	<ul style="list-style-type: none"> First word inside quotation marks All proper nouns Important words in a title of a book or article (e.g., <u>The Little House on the Prairie.</u>) Also includes titles of movies and TV shows Brand names (e.g., <u>Nike</u>) 	<ul style="list-style-type: none"> Commas in complete address (e.g., 12356 7th Ave., Spokane, WA) Commas in a series (e.g., She bought <u>red socks, white shoes,</u> and a blue dress. OR She bought <u>red socks, white shoes</u> and a blue dress.) Note: comma optional before "and." Commas in compound sentences (optional) Commas in numbers over 4 digits (e.g., <u>10,000</u>) Commas to set off direct address (e.g., <u>"Mom, may I go to the dance?"</u>) Commas after introductory phrases (e.g., <u>After seeing the opera in person,</u> she wished she had read the story.) or clauses (e.g., <u>Before she went to the opera,</u> she read the story.) Commas or exclamation points to set off interjections (e.g., <u>Okay,</u> if you say so.) Commas in appositives (e.g., Bob, <u>the dog,</u> was fun.) Commas to separate an interrupter (e.g., The teacher, <u>however,</u> was not impressed.) Correct use of quotation marks in dialogue (e.g., <u>"How's it going?" the boy asked.</u>) Commas and periods inside quotation marks
	<ul style="list-style-type: none"> Correct use of state abbreviations (e.g., <u>Calif.</u> or <u>CA</u>) Languages, races, nationalities, and religions 	<ul style="list-style-type: none"> Correct use of underlining, or quotation marks for titles Correct use of parentheses (e.g., When you order the shirt, choose the color (blue, black, or tan) you like.) Correct use of quotation marks in dialogue, internal and external, (e.g., <u>"How's it going?" the boy asked.</u>) Commas and periods inside quotation marks Colons to introduce a list (e.g., <u>We received the following items:</u> books, pencils, and pens.) Colons when writing time (e.g., <u>12:30</u>) Hyphens indicated at the right for all words broken at line breaks Hyphens between syllables at line breaks Hyphens in numbers over twenty (e.g., twenty-three) Correct use of semicolons to separate groups that contain commas and between independent clauses. Correct use of semicolons preceding conjunctive adverbs (e.g., accordingly; also; however; likewise; nevertheless; otherwise; therefore; afterwards; consequently; indeed; moreover; nonetheless; similarly; still).
Less (Grade level errors)		

Table B: Order of Severity Errors (Grade 10)

SEVERITY	USAGE	SENTENCES/PARAGRAPHS
More (Basic errors)	<ul style="list-style-type: none"> • Correct use of singular and plural nouns • Use of apostrophes to make plurals into possessives (i.e. <u>dog's</u> for dogs) • Common collective nouns (e.g., herd, children) • Subject – verb agreement • Standard verb forms in past tense or past participle (e.g., He <u>went</u> home. We <u>were going</u> home.) • Consistent verb tense 	<ul style="list-style-type: none"> • No “run-together” sentences (e.g., <u>They went to the store they bought groceries.</u>) • No Comma splices (e.g., They went to the store, they bought groceries.)
	<ul style="list-style-type: none"> • Correct use of “it’s” vs. “its,” “your” vs. “you’re,” “their” vs. “there” vs. “they’re,” “to” vs. “two” vs. “too” • Correct use of subject vs. object pronouns (e.g., “<u>I</u>” vs. “<u>me</u>”) • Correct use of “a” and “an” 	<ul style="list-style-type: none"> • No sentence fragments (e.g., <u>Going into town.</u>) except when used in dialogue or to create an effect
	<ul style="list-style-type: none"> • Agreement of pronoun and its referent (e.g., A <u>person</u> needs <u>his</u> or <u>her</u> own space.) • Consistent person • Correct use of adverbs vs. adjectives (e.g. Correct usage: He ran <u>well</u> in the race. Incorrect usage: He ran <u>good</u> in the race.) • Correct use of comparative and superlative adjectives (e.g. better, best) • Single/plural agreement between nouns and modifiers (e.g., <u>one child</u> vs. <u>one children</u>) • Correct use of conjunctions (i.e., “and,” “but,” “however,” “therefore”) • Correct use of either...or and neither...nor • Correct use of commonly confused words (e.g., accept, except) 	<ul style="list-style-type: none"> • Paragraphs are in place and designated using indentation or skipping lines • New paragraphs to change speakers in dialogue • Paragraphs may be used for effect
Less (Grade level errors)	<ul style="list-style-type: none"> • No double negatives • Correct use of “a” and “an” 	

Table C: Order of Severity Errors (Grade 10)

SEVERITY	SPELLING
More (Basic errors)	<ul style="list-style-type: none"> • Correct spelling grade-level words • Syllabification, word patterns, & letter patterns to spell unusual words