

Table A: Order of Severity Errors (Grade 7)

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)
	<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>)
	<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</u>, <u>white shoes</u>, and a blue dress. OR She bought <u>red socks</u>, white shoes 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</u>, may I go to the dance?") Commas or exclamation points to set off interjections (e.g., <u>Okay</u>, if you say so.) Correct use of quotation marks in dialogue (e.g., "<u>How's it going?</u>" the boy asked.)
	<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.) 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
Less (Grade level errors)		

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Table B: Order of Severity Errors (Grade 7)

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.) 	<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 or 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 No double negatives 	<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)		

Table C: Order of Severity Errors (Grade 7)

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