# Grammar Editing Checklist

<table>
<thead>
<tr>
<th>Tick</th>
<th>Check that:</th>
<th>Example:</th>
</tr>
</thead>
</table>
| 1    | Each sentence is complete; i.e. that it has a subject and a verb in its main clause  
* Be particularly careful with dependent clauses (a clause which cannot stand on its own) | For example, the increase in the cost of renting apartments.  
For example, the cost of renting apartments has increased.  
Although the cost of renting apartments has increased.  
Although the cost of renting apartments has increased, the increase has been less than the rise in the average wage. |
| 2    | Verb tense is correct and consistent | The situation worsens in 1994 and created many problems.  
The situation worsened in 1994 and created many problems. |
| 3    | Subject and verb agree in each sentence | These problems is very difficult to solve.  
These problems are very difficult to solve. |
| 4    | Noun and pronoun agree | Managers should take responsibility for his staff.  
Managers should take responsibility for their staff. |
| 5    | Singular and plural forms are correct | This report covers the farming sectors.  
This report covers the farming sector. |
| 6    | Each noun has the correct article | Completed assignments should be handed in to secretary’s office.  
Completed assignments should be handed in to the secretary’s office. |
| 7    | Sentences have parallel structure | There is a great deal of difference between dining out and to have a meal at home.  
There is a great deal of difference between dining out and having a meal at home. |
| 8    | You have used correct word forms | This is not an appropriately solution.  
This is not an appropriate solution. |
| 9    | Apostrophe is used to show possession  
Ask “Who owns the (noun)?” Put the apostrophe at the end of the answer word. | Someone’s property; businesses’ profits; the people’s voice  
(the property belonging to “someone”; the profits of several “businesses”; the voice of “the people”) |

Look carefully at long sentences. Is the meaning clear? Are there too many clauses?

Spelling. Use the spell check on the computer. **But beware! The spell check will not pick up the fact that you have used the wrong word.** e.g. *their* instead of *there.*
For more information on grammar, writing style and punctuation, check out our website:

http://learn.lincoln.ac.nz/tls/

Go to Resources – Academic Writing Skills for resources on:

- Writing appointments
- Planning written assignments
- Essay writing
- Business and technical writing
- Scientific writing
- Referencing
- General academic writing
- Revising, editing and proofreading
- Grammar, punctuation and spelling

Go to Resources – English Language Skills for resources on:

- Reading skills
- Vocabulary skills
- Grammar, punctuation and spelling