

Cómo hacer correcciones en tus documentos

Here are the typical marks I use on a document to help you to think about changes you need to make:

When you see:	Do this:
... an ellipsis (puntos suspensivos)	add more to the sentence and/or complete the thought.
an underlined word	change the word
an underlined letter	change the spelling/add or subtract an accent
a caret ^	a word is missing
cross-out	eliminate the word
??	I don't understand the sentence. Rewrite it to make it clearer.
prep	change the preposition (a, de, por, para, con...)
tiempo	change the tense (present, preterite, imperfect...)

- You will get the most out of this activity if you try to make the corrections yourself.
- If you are stuck, ask me for assistance. You will have several days to ask me.
- Don't wait until the last minute.
- The final copy must be printed. Please double-space and use a font that is at least 12 point.
- Staple the final copy on top of the original document.