

58. CHECKLIST FOR IDENTIFYING AND CORRECTING ERRORS WITH PLURALS, POSSESSIVES, AND SPELLING

FIX ERRORS WITH MISSING PLURALS

1. Underline all singular nouns.	2. Check:	3. Correct any mistakes.
<i>The Vietnam <u>War</u> was one of the most controversial <u>war</u>.</i>	if the singular noun should be plural	<i>The Vietnam <u>War</u> was one of the most wars controversial ^ <u>war</u>.</i>

FIX ERRORS WITH MISSING POSSESSIVES

1. Underline all nouns.	2. Check to see that:	3. Correct any mistakes.
<i>The <u>president</u> <u>responsibilities</u> include commanding the armed <u>forces</u>.</i> <i>The <u>citizens</u> <u>rights</u> include <u>freedom</u> of <u>religion</u>.</i>	there is a possessive ['s] after a singular noun that "owns" the next noun there is a possessive [s'] after plural nouns ending in s that "own" the next noun	<i><u>president's</u> The ^ <u>president</u> <u>responsibilities</u> include commanding the armed <u>forces</u>.</i> <i><u>citizens'</u> The ^ <u>citizens</u> <u>rights</u> include <u>freedom</u> of <u>religion</u>.</i>

FIX ERRORS WITH SPELLING

Use Spell Check.

- Choose "Spelling and Grammar" from the "Tools" menu in Microsoft Word.
- Make any changes to words that are spelled incorrectly.
- Ask a tutor to show you how to use Spell Check if you have never used it before.

Search for and correct commonly confused words.

- Use "Find" from the "Edit" menu in Microsoft Word to search for words such as *its*, *it's*, *their*, *they're*, *there* that are commonly confused (*its* = belonging to **vs.** *it's* = it is; *their* = belonging to **vs.** *they're* = they are **vs.** *there* = indicating place or introducing a sentence; *theirs* = belonging to **vs.** *there is* = there exists).
- Ask a tutor to show you how to use the "Find" command in Microsoft Word if you have never used it before.
- If you are not using a computer, just scan your paper for commonly confused words.