

Improve your writing:

Skills and drills that strengthen your writing



Dr Ken Long, with staff support from Claude 3.5 Sonnet ...5 Aug 24

Writing Improvement , 3 Parts. (Dr Ken Long/Claude 3.5 Sonnet, 2 Aug 24)

Dr Long text/prompts are always bold/highlighted/italicized

Claude 3.5 Sonnet is every else, **sometimes bold**, never italicized

Part 1: Fix bad sentences : Itemizing top 50 simple problems in normal writing starting with the most common (**pp.2-8**). Includes definition of problem, worked examples. Then, 10 sets of bad sentences to fix, with an answer key for each set (**pp.9-27**)

Part 2: Fix Bad Paragraphs. (p.28-53) Itemize 15 types of bad paragraphs,; include definition, 3 bad examples of each type and an answer key for worked examples

Part 3: Using humor to Improve your writing (pp.54-60)

new focus area: writing improvement for business leaders.

please review the literature and identify the top op 50 mistakes in typical professional writing that get in the way of clear communication. Make this a prioritized list as best you can with the most common problem at number 1 and working down from there. These should be errors of omission or commission.

In the first list I just want the name of the error and 1 simple worked example that is appropriate for a new business leader or manager with a bachelor's degree. clear? do these in sets of 10 if needed in order to complete the project

Certainly! I'll provide a prioritized list of the top 50 mistakes in typical professional writing, focusing on errors that hinder clear communication. I'll present them in sets of 10, starting with the most common problems. Each item will include the name of the error and a simple worked example suitable for a new business leader or manager with a bachelor's degree.

Here's the first set of 10:

1. **Verbosity**: Using more words than necessary. Example: "At this point in time, we are in the process of conducting a comprehensive review of our operational procedures." (Better: "We are reviewing our operational procedures.")
2. **Overuse of jargon**: Using industry-specific terms excessively. Example: "We need to leverage our synergies to create a paradigm shift in our go-to-market strategy." (Better: "We should use our combined strengths to change how we approach the market.")

3. Lack of clear structure: Writing without a logical flow of ideas. Example: A report that jumps between topics without clear transitions or organization.
4. Passive voice overuse: Obscuring the subject of the sentence. Example: "The report was submitted by the team." (Better: "The team submitted the report.")
5. Improper punctuation: Misusing commas, semicolons, and other punctuation marks. Example: "We need to focus on three areas sales, marketing and customer service." (Better: "We need to focus on three areas: sales, marketing, and customer service.")
6. [Lack of proofreading](#): Failing to catch typos and grammatical errors. Example: "Their our many opportunities for improvement." (Correct: "There are many opportunities for improvement.")
7. Inconsistent tone: Mixing formal and informal language inappropriately. Example: Switching between highly formal language and casual slang in a single email.
8. Overuse of acronyms: Using too many abbreviations without explanation. Example: "The ROI on our new CRM system will improve our KPIs and overall CX." (Better: "The return on investment (ROI) on our new customer relationship management (CRM) system will improve our key performance indicators (KPIs) and overall customer experience (CX).")
9. Lack of concision: Failing to get to the point quickly. Example: A long-winded introduction that doesn't state the purpose of the communication until the third paragraph.
10. Weak subject lines: Using vague or uninformative email subject lines. Example: "Update" (Better: "Q2 Sales Report - Action Required")

This completes the first set of 10 common writing mistakes. Would you like me to continue with the next set?

continue

Certainly! Here's the second set of 10 common writing mistakes in professional communication:

11. [Ambiguity](#): Using unclear language that can be interpreted in multiple ways. Example: "Let's meet next week." (Better: "Let's meet at 2 PM on Tuesday, May 15th.")

12. Lack of specificity: Failing to provide concrete details or examples. Example: "We need to improve our performance." (Better: "We need to increase our sales by 15% this quarter.")
13. Overuse of filler words: Using unnecessary words that don't add meaning. Example: "Basically, at the end of the day, we just need to think outside the box." (Better: "We need to be innovative.")
14. Misplaced modifiers: Placing descriptive words or phrases incorrectly in a sentence. Example: "As a fast-growing company, our employees need more training." (Better: "Our employees need more training to support our fast-growing company.")
15. [Run-on sentences](#): Combining independent clauses without proper punctuation or conjunctions. Example: "We have a great product our customers love it we need to market it better." (Better: "We have a great product. Our customers love it, but we need to market it better.")
16. Inconsistent formatting: Using different styles, fonts, or layouts within the same document. Example: Mixing bullet point styles or font sizes in a single presentation.
17. Burying the lead: Failing to present the most important information first. Example: Placing key findings or action items at the end of a long email or report.
18. [Overuse of clichés](#): Relying too heavily on overused phrases. Example: "Let's touch base to get the ball rolling on this game-changing initiative." (Better: "Let's meet to start work on this important project.")
19. Lack of audience consideration: Not tailoring the content or tone to the intended readers. Example: Using highly technical language in a report meant for non-technical stakeholders.
20. Improper use of bullet points: Creating long, paragraph-like bullet points or using inconsistent punctuation. Example: • This bullet point is too long and contains multiple sentences. It defeats the purpose of using bullet points for clarity and concision. It should be broken down into smaller, more digestible points. • This one is better • This one ends with a period.

This completes the second set of 10 common writing mistakes. Shall I continue with the next set?

continue

Certainly! Here's the third set of 10 common writing mistakes in professional communication:

21. **Incorrect word choice:** Using words that don't convey the intended meaning accurately. Example: "We need to insure that our project is completed on time." (Correct: "We need to ensure that our project is completed on time.")
22. Overuse of exclamation points: Using too many exclamation marks, which can appear unprofessional. Example: "Great job on the presentation!! It was really impressive!!" (Better: "Great job on the presentation. It was very impressive.")
23. Lack of parallel structure: Failing to use consistent grammatical form in lists or series. Example: "Our goals are increasing profits, to expand market share, and customer satisfaction." (Better: "Our goals are increasing profits, expanding market share, and improving customer satisfaction.")
24. **Nominalizations:** Turning verbs into nouns, making sentences wordier and less direct. Example: "We will conduct an investigation of the issue." (Better: "We will investigate the issue.")
25. Misused apostrophes: Incorrectly using apostrophes for plurals or possessives. Example: "The company's are expanding their operation's." (Correct: "The companies are expanding their operations.")
26. Vague pronouns: Using pronouns without clear antecedents. Example: "John and Mike discussed the project. He thought it was a good idea." (Better: "John and Mike discussed the project. John thought it was a good idea.")
27. Overuse of adverbs: Relying too heavily on adverbs instead of choosing stronger verbs. Example: "The team worked very hard to quickly finish the project." (Better: "The team expedited the project.")
28. **Dangling modifiers:** Using modifying phrases that don't clearly relate to the subject of the sentence. Example: "After reviewing the report, the decision was made to proceed." (Better: "After reviewing the report, the committee decided to proceed.")
29. Inconsistent tense: Switching between past, present, and future tenses inappropriately. Example: "We launched the product last week, and next month we are expanding into new markets." (Better: "We launched the product last week, and next month we will expand into new markets.")
30. Overuse of the word "very": Using "very" excessively instead of choosing more precise words. Example: "The results were very good and the clients were very pleased." (Better: "The results were excellent and the clients were delighted.")

This completes the third set of 10 common writing mistakes. Would you like me to continue with the next set?

continue

Certainly! Here's the fourth set of 10 common writing mistakes in professional communication:

31. Lack of transitions: Failing to connect ideas or paragraphs smoothly. Example: A report where each paragraph stands alone without clear connections to the previous or next paragraph.
32. Overuse of passive constructions: Using too many passive sentences, which can make writing unclear or evasive. Example: "Mistakes were made in the implementation process." (Better: "Our team made mistakes during implementation.")
33. Redundancy: Repeating the same idea in different words unnecessarily. Example: "We need to collaborate together as a team." (Better: "We need to collaborate as a team.")
34. Misplaced or dangling participles: Using participle phrases that modify the wrong subject. Example: "Walking into the office, the report was on the desk." (Better: "Walking into the office, I saw the report on the desk.")
35. Overuse of complex words: Using unnecessarily complicated language when simpler words would suffice. Example: "We need to utilize our resources to effectuate positive change." (Better: "We need to use our resources to make positive changes.")
36. Lack of active voice: Overusing passive voice when active voice would be clearer and more direct. Example: "The decision was reached by the board." (Better: "The board reached the decision.")
37. Improper capitalization: Incorrectly capitalizing words that don't require it. Example: "The Company's New Policy will be Implemented next Month." (Correct: "The company's new policy will be implemented next month.")
38. Sentence fragments: Using incomplete sentences that lack a subject or verb. Example: "Regarding the new project timeline." (Better: "Let's discuss the new project timeline.")
39. Overuse of buzzwords: Relying too heavily on trendy business terms that may lack clear meaning. Example: "We need to pivot to a more agile, disruptive paradigm in

our core competencies." (Better: "We need to adapt our main skills to be more flexible and innovative.")

40. Lack of evidence or examples: Making claims or statements without providing supporting information. Example: "Our product is the best in the market." (Better: "Our product outperforms competitors in speed and efficiency, as shown in recent benchmark tests.")

This completes the fourth set of 10 common writing mistakes. Shall I continue with the final set?

continue

Certainly! Here's the fifth and final set of 10 common writing mistakes in professional communication:

41. Misuse of semicolons: Using semicolons incorrectly or unnecessarily. Example: "The project was successful; because we worked hard." (Correct: "The project was successful because we worked hard." or "The project was successful; we worked hard.")
42. Overuse of jargon: Using industry-specific terms excessively, especially when communicating with those outside the field. Example: "We need to leverage our synergies to optimize our KPIs and drive ROI." (Better: "We need to use our combined strengths to improve our key performance indicators and increase our return on investment.")
43. Inconsistent spelling: Mixing American and British English spellings or using different spellings of the same word within a document. Example: Using both "color" and "colour" in the same document.
44. Misplaced emphasis: Failing to highlight the most important information or emphasizing the wrong elements. Example: Burying a key deadline in the middle of a long paragraph instead of giving it prominence.
45. Lack of proofreading: Failing to catch typos, grammatical errors, or formatting issues before sending. Example: Sending an email with obvious spelling mistakes or missing attachments.
46. Wordiness: Using more words than necessary to convey a message. Example: "It is of the utmost importance that we proceed with caution in this matter." (Better: "We must proceed cautiously.")

47. Improper use of hyphens and dashes: Confusing hyphens, en dashes, and em dashes or using them incorrectly. Example: Using a hyphen instead of an em dash for interruptions in thought: "The project - if approved - will start next month." (Correct: "The project—if approved—will start next month.")
48. Lack of subject-verb agreement: Using singular verbs with plural subjects or vice versa. Example: "The team of experts are working on the problem." (Correct: "The team of experts is working on the problem.")
49. [Misuse of affect/effect](#): Confusing these commonly misused words. Example: "The new policy will effect our daily operations." (Correct: "The new policy will affect our daily operations.")
50. Overuse of prepositions: Using too many prepositions, making sentences wordy and unclear. Example: "The meeting of the board of directors will be held in the conference room of the office building." (Better: "The board of directors will meet in the office conference room.")

This completes the final set of 10 common writing mistakes, bringing our total to 50. These mistakes cover a wide range of issues in professional communication, from grammar and punctuation to style and clarity. By being aware of these common pitfalls, writers can improve their communication skills and produce more effective, professional documents.

in this next section i want you construct 10 sets of 10 bad sentences without announcing the error. after those 10 sentences are completed in one set, i want you to follow up with the answer key which identifies the error and then a better form of the sentence. the 2 lists should be enumerated in each set for ease of reference. are the instructions clear?

Yes, the instructions are clear. I'll create 10 sets, each containing 10 bad sentences followed by an answer key with the identified errors and improved versions of the sentences. Each set will be enumerated for easy reference. I'll start with the first set now.

Set 1: Fix sentence errors

1. The CEO and his team is working on a new strategy.
2. We should of sent the report earlier.
3. Their are many oppportunities for growth in this market.
4. The company's success was do to innovative thinking.
5. Between you and I, the project is behind schedule.
6. The data was analyzed and it was found to be inconclusive.
7. We made less mistakes this quarter than last quarter.
8. The manager which interviewed me seemed impressed.
9. The marketing team has went over budget again.
10. Irregardless of the challenges, we will succeed.

Answer Key:

1. Error: Subject-verb agreement Correction: The CEO and his team are working on a new strategy.
2. Error: Incorrect phrase ("should of" instead of "should have") Correction: We should have sent the report earlier.
3. Error: Incorrect homophone ("Their" instead of "There") Correction: There are many opportunities for growth in this market.
4. Error: Incorrect homophone ("do" instead of "due") Correction: The company's success was due to innovative thinking.

5. Error: Incorrect pronoun case Correction: Between you and me, the project is behind schedule.
6. Error: Passive voice and wordiness Correction: We analyzed the data and found it inconclusive.
7. Error: Incorrect use of "less" instead of "fewer" Correction: We made fewer mistakes this quarter than last quarter.
8. Error: Incorrect relative pronoun ("which" instead of "who") Correction: The manager who interviewed me seemed impressed.
9. Error: Incorrect past participle ("has went" instead of "has gone") Correction: The marketing team has gone over budget again.
10. Error: Use of non-standard word "irregardless" Correction: Regardless of the challenges, we will succeed.

Set 2: Fix sentence errors

1. The team leader divided the tasks between the four members.
2. Your going to need to revise the proposal before submission.
3. The company has invested alot in new technology this year.
4. Our profits have increased by 20% over the passed six months.
5. The affect of the new policy on employee morale was significant.
6. We're hoping for a quick ROI on are latest product launch.
7. The CEO made it clear that failure was not a option.
8. Each of the employees were asked to submit their feedback.
9. The clients whom we met last week were impressed with our presentation.
10. This strategy will hopefully bare fruit in the coming quarters.

Answer Key:

1. Error: Incorrect use of "between" for more than two items Correction: The team leader divided the tasks among the four members.
2. Error: Incorrect homophone ("Your" instead of "You're") Correction: You're going to need to revise the proposal before submission.
3. Error: "Alot" is not a word Correction: The company has invested a lot in new technology this year.
4. Error: Incorrect homophone ("passed" instead of "past") Correction: Our profits have increased by 20% over the past six months.
5. Error: Incorrect use of "affect" instead of "effect" Correction: The effect of the new policy on employee morale was significant.
6. Error: Incorrect homophone ("are" instead of "our") Correction: We're hoping for a quick ROI on our latest product launch.
7. Error: Incorrect article ("a" instead of "an" before a vowel sound) Correction: The CEO made it clear that failure was not an option.
8. Error: Subject-verb agreement Correction: Each of the employees was asked to submit their feedback.

9. Error: Incorrect use of "whom" Correction: The clients who we met last week were impressed with our presentation.
10. Error: Incorrect homophone ("bare" instead of "bear") Correction: This strategy will hopefully bear fruit in the coming quarters.

Set 3: Fix sentence errors

1. The company's new policies effect all departments.
2. We have less employees than we did last year.
3. The committee has made it's decision regarding the budget.
4. Me and John will present the quarterly report next week.
5. The data shows that our customers is very satisfied.
6. Theirs no reason to delay the project any further.
7. The marketing team literally exploded with new ideas.
8. We need to insure that all safety protocols are followed.
9. The CEO laid out his vision for where he wanted to take the company to.
10. The report was suppose to be submitted yesterday.

Answer Key:

1. Error: Incorrect use of "effect" as a verb Correction: The company's new policies affect all departments.
2. Error: Use of "less" with countable nouns Correction: We have fewer employees than we did last year.
3. Error: Incorrect use of apostrophe in "it's" Correction: The committee has made its decision regarding the budget.
4. Error: Incorrect pronoun case Correction: John and I will present the quarterly report next week.
5. Error: Subject-verb agreement Correction: The data shows that our customers are very satisfied.
6. Error: Incorrect homophone ("Theirs" instead of "There's") Correction: There's no reason to delay the project any further.
7. Error: Misuse of "literally" Correction: The marketing team came up with many new ideas.
8. Error: Incorrect use of "insure" instead of "ensure" Correction: We need to ensure that all safety protocols are followed.

9. Error: Unnecessary preposition at the end Correction: The CEO laid out his vision for where he wanted to take the company.
10. Error: Incorrect use of "suppose" instead of "supposed" Correction: The report was supposed to be submitted yesterday.

Set 4: Fix sentence errors

1. The CEO's speech had a profound affect on the employees.
2. We must chose the best strategy for our company's future.
3. The project manager asked Sarah and I to lead the team.
4. Their was a significant increase in sales this quarter.
5. The new software will hopefully aide in improving efficiency.
6. The company's success is attributed to it's innovative approach.
7. We have got to focus on our core competencies going forward.
8. The team preformed excellently despite the challenges.
9. The data is inconclusive and needs further analysis.
10. Everyone on the team did good in the presentation.

Answer Key:

1. Error: Incorrect use of "affect" instead of "effect" Correction: The CEO's speech had a profound effect on the employees.
2. Error: Incorrect verb form ("chose" instead of "choose") Correction: We must choose the best strategy for our company's future.
3. Error: Incorrect pronoun case Correction: The project manager asked Sarah and me to lead the team.
4. Error: Incorrect homophone ("Their" instead of "There") Correction: There was a significant increase in sales this quarter.
5. Error: Incorrect spelling of "aid" Correction: The new software will hopefully aid in improving efficiency.
6. Error: Incorrect use of apostrophe in "it's" Correction: The company's success is attributed to its innovative approach.
7. Error: Unnecessary use of "have got" Correction: We need to focus on our core competencies going forward.
8. Error: Misspelling of "performed" Correction: The team performed excellently despite the challenges.

9. Error: Incorrect subject-verb agreement with "data" Correction: The data are inconclusive and need further analysis.
10. Error: Use of "good" instead of "well" as an adverb Correction: Everyone on the team did well in the presentation.

Set 5: Fix sentence errors

1. The company has been losing money for the past three quarters.
2. Our team is comprised of six members.
3. The new policy will effect everyone in the organization.
4. We should of anticipated these challenges earlier.
5. The CEO is confidant that the new strategy will succeed.
6. Their are several options available for restructuring the department.
7. The report was submitted to John and myself yesterday.
8. The data indicates that customers are more happier with our service.
9. We need to reign in our expenses this fiscal year.
10. The board members voted unanimous to approve the merger.

Answer Key:

1. Error: Incorrect spelling of "losing" Correction: The company has been losing money for the past three quarters.
2. Error: Misuse of "comprised of" Correction: Our team comprises six members.
3. Error: Incorrect use of "effect" as a verb Correction: The new policy will affect everyone in the organization.
4. Error: Incorrect phrase ("should of" instead of "should have") Correction: We should have anticipated these challenges earlier.
5. Error: Incorrect spelling of "confident" Correction: The CEO is confident that the new strategy will succeed.
6. Error: Incorrect homophone ("Their" instead of "There") Correction: There are several options available for restructuring the department.
7. Error: Incorrect use of "myself" Correction: The report was submitted to John and me yesterday.
8. Error: Double comparative Correction: The data indicates that customers are happier with our service.

9. Error: Incorrect homophone ("reign" instead of "rein") Correction: We need to rein in our expenses this fiscal year.
10. Error: Use of adjective instead of adverb Correction: The board members voted unanimously to approve the merger.

Set 6: Fix sentence errors

1. The company's profits have raised significantly this year.
2. We need to insure that all employees understand the new policies.
3. The manager gave the assignments to whomever volunteered first.
4. Our team has less resources than the competition.
5. The CEO layed out his vision for the company's future.
6. Each of the departments were asked to submit a budget proposal.
7. The affect of the new marketing campaign was immediate.
8. Between you and I, I think the project is doomed to fail.
9. We've got alot of work to do before the deadline.
10. The data was analyzed and a conclusion was reached.

Answer Key:

1. Error: Incorrect use of "raised" instead of "risen" Correction: The company's profits have risen significantly this year.
2. Error: Incorrect use of "insure" instead of "ensure" Correction: We need to ensure that all employees understand the new policies.
3. Error: Incorrect use of "whomever" Correction: The manager gave the assignments to whoever volunteered first.
4. Error: Use of "less" with countable nouns Correction: Our team has fewer resources than the competition.
5. Error: Incorrect spelling of "laid" Correction: The CEO laid out his vision for the company's future.
6. Error: Subject-verb agreement Correction: Each of the departments was asked to submit a budget proposal.

7. Error: Incorrect use of "affect" instead of "effect" Correction: The effect of the new marketing campaign was immediate.
8. Error: Incorrect pronoun case Correction: Between you and me, I think the project is doomed to fail.
9. Error: "Alot" is not a word Correction: We've got a lot of work to do before the deadline.
10. Error: Passive voice and singular "data" Correction: We analyzed the data and reached a conclusion.

Set 7: Fix sentence errors

1. The CEO made it clear that failure was not a option.
2. We need to higher more staff to meet the increased demand.
3. The committee has made it's decision regarding the budget cuts.
4. Our profits have increased by 20% over the passed six months.
5. The clients whom we met last week were impressed with our presentation.
6. This strategy will hopefully bare fruit in the coming quarters.
7. We must chose the best approach for implementing the new system.
8. The data is clear: customer satisfaction has improved dramatically.
9. John and myself will be attending the conference next month.
10. Their are several factors to consider before making a decision.

Answer Key:

1. Error: Incorrect article ("a" instead of "an" before a vowel sound) Correction: The CEO made it clear that failure was not an option.
2. Error: Incorrect homophone ("higher" instead of "hire") Correction: We need to hire more staff to meet the increased demand.
3. Error: Incorrect use of apostrophe in "it's" Correction: The committee has made its decision regarding the budget cuts.
4. Error: Incorrect homophone ("passed" instead of "past") Correction: Our profits have increased by 20% over the past six months.
5. Error: Incorrect use of "whom" Correction: The clients who we met last week were impressed with our presentation.
6. Error: Incorrect homophone ("bare" instead of "bear") Correction: This strategy will hopefully bear fruit in the coming quarters.
7. Error: Incorrect verb form ("chose" instead of "choose") Correction: We must choose the best approach for implementing the new system.
8. Error: Incorrect subject-verb agreement with "data" Correction: The data are clear: customer satisfaction has improved dramatically.

9. Error: Incorrect use of "myself" Correction: John and I will be attending the conference next month.
10. Error: Incorrect homophone ("Their" instead of "There") Correction: There are several factors to consider before making a decision.

Set 8: Fix sentence errors

1. The company has been losing market share to its competitors.
2. We need to insure that all safety protocols are followed.
3. The new policy effects all departments within the organization.
4. The team preformed exceptionally well under pressure.
5. Their is a meeting scheduled for next Tuesday to discuss the budget.
6. The data shows that our customers are more happier with our service.
7. Me and Sarah will present the quarterly report to the board.
8. The CEO laid out his vision for where he wanted to take the company to.
9. We should of anticipated these challenges earlier in the project.
10. The affect of the new marketing campaign was immediate and positive.

Answer Key:

1. Error: Incorrect spelling of "losing" Correction: The company has been losing market share to its competitors.
2. Error: Incorrect use of "insure" instead of "ensure" Correction: We need to ensure that all safety protocols are followed.
3. Error: Incorrect use of "effects" as a verb Correction: The new policy affects all departments within the organization.
4. Error: Misspelling of "performed" Correction: The team performed exceptionally well under pressure.
5. Error: Incorrect homophone ("Their" instead of "There") Correction: There is a meeting scheduled for next Tuesday to discuss the budget.
6. Error: Double comparative and incorrect subject-verb agreement with "data" Correction: The data show that our customers are happier with our service.
7. Error: Incorrect pronoun case Correction: Sarah and I will present the quarterly report to the board.
8. Error: Unnecessary preposition at the end Correction: The CEO laid out his vision for where he wanted to take the company.

9. Error: Incorrect phrase ("should of" instead of "should have") Correction: We should have anticipated these challenges earlier in the project.
10. Error: Incorrect use of "affect" instead of "effect" Correction: The effect of the new marketing campaign was immediate and positive.

Set 9: Fix sentence errors

1. The company's success is due to it's innovative products.
2. We could of achieved better results if we had more time.
3. The data shows that customer satisfaction has risen to 95%.
4. Between you and I, I think the new strategy will fail.
5. The team preformed exceptionally well under pressure.
6. Each of the departments were asked to submit a budget proposal.
7. The affect of the new policy on employee morale was significant.
8. We need to insure that all safety protocols are followed.
9. Their are several options available for restructuring the company.
10. The CEO made it clear that failure was not a option.

Answer Key:

1. Error: Incorrect use of "it's" instead of "its" Correction: The company's success is due to its innovative products.
2. Error: Incorrect phrase "could of" instead of "could have" Correction: We could have achieved better results if we had more time.
3. Error: Incorrect subject-verb agreement with "data" Correction: The data show that customer satisfaction has risen to 95%.
4. Error: Incorrect pronoun case Correction: Between you and me, I think the new strategy will fail.
5. Error: Misspelling of "performed" Correction: The team performed exceptionally well under pressure.
6. Error: Incorrect subject-verb agreement Correction: Each of the departments was asked to submit a budget proposal.
7. Error: Incorrect use of "affect" instead of "effect" Correction: The effect of the new policy on employee morale was significant.
8. Error: Incorrect use of "insure" instead of "ensure" Correction: We need to ensure that all safety protocols are followed.

9. Error: Incorrect use of "Their" instead of "There" Correction: There are several options available for restructuring the company.
10. Error: Incorrect article usage before a vowel sound Correction: The CEO made it clear that failure was not an option.

Set 10: Fix sentence errors

1. The board of directors have approved the new budget.
2. We should of anticipated these challenges earlier in the project.
3. The data is clear: our customers prefer the new product design.
4. Between you and I, I think the merger will be successful.
5. Their are several factors to consider before making a final decision.
6. The company's success is attributed to it's innovative approach.
7. We need to insure that all employees receive proper training.
8. The affect of the new policy on productivity was immediate.
9. Me and Sarah will present the findings at next week's meeting.
10. The team preformed exceptionally well despite the tight deadline.

Answer Key:

1. Error: Incorrect subject-verb agreement Correction: The board of directors has approved the new budget.
2. Error: Incorrect phrase "should of" instead of "should have" Correction: We should have anticipated these challenges earlier in the project.
3. Error: Incorrect subject-verb agreement with "data" Correction: The data are clear: our customers prefer the new product design.
4. Error: Incorrect pronoun case Correction: Between you and me, I think the merger will be successful.
5. Error: Incorrect use of "Their" instead of "There" Correction: There are several factors to consider before making a final decision.
6. Error: Incorrect use of "it's" instead of "its" Correction: The company's success is attributed to its innovative approach.
7. Error: Incorrect use of "insure" instead of "ensure" Correction: We need to ensure that all employees receive proper training.
8. Error: Incorrect use of "affect" instead of "effect" Correction: The effect of the new policy on productivity was immediate.

9. Error: Incorrect pronoun case Correction: Sarah and I will present the findings at next week's meeting.

10. Error: Misspelling of "performed" Correction: The team performed exceptionally well despite the tight deadline.

next segment on this writing improvement project is to examine bad paragraphs. Make me a list of the most typical errors in writing paragraphs that can be used as a checklist to see if we have a good paragraph. afterwards we will create a set of 3 bad paragraphs as examples of the problem followed by a worked example answer key where each paragraph is improved. clear?

Certainly! Here's a list of the most typical errors in writing paragraphs that can be used as a checklist:

1. [Lack of clear topic sentence](#)
2. Poor coherence or logical flow
3. Inadequate supporting details or evidence
4. [Faulty parallelism](#)
5. Overuse of passive voice
6. Inconsistent tense or point of view
7. [Sentence fragments or run-on sentences](#)
8. Lack of transitions between ideas
9. Redundancy or unnecessary repetition
10. Irrelevant information or tangents
11. Overuse of jargon or complex language
12. [Vague pronoun references](#)
13. Incorrect word choice
14. Lack of paragraph unity (multiple topics in one paragraph)
15. [Improper formatting or indentation](#)

This checklist can be used to evaluate paragraphs for common errors and areas of improvement. Next, we'll create a set of 3 bad paragraphs as examples of these problems, followed by a worked example answer key where each paragraph is improved. Is this clear and would you like me to proceed with creating the bad paragraphs?

excellent, now, for each error, one at a time, construct 3 bad examples for students to work on which demonstrates the error. then make an answer key that makes the improvement. pause after each section and i will review then identify the next error. clear?

Understood. I'll start with the first error on our list: "Lack of clear topic sentence." I'll provide 3 bad examples demonstrating this error, followed by an answer key with improvements. After that, I'll pause for your review before moving on to the next error.

Error 1: Lack of clear topic sentence

Bad Examples:

1. The weather was nice yesterday. I went for a walk in the park. There were many people there. Some were playing frisbee. Others were having picnics. I saw some dogs too.
2. Social media has become very popular. Facebook has billions of users. Twitter is used for quick updates. Instagram is great for sharing photos. People spend hours scrolling through their feeds.
3. Learning a new language can be challenging. Vocabulary is important. Grammar rules can be confusing. Practice is necessary. Some people use apps to learn. Others prefer traditional classes.

Answer Key:

1. Improved: A beautiful day at the park yesterday attracted a diverse crowd of people enjoying various activities. The weather was nice, prompting me to take a walk. Many people were there, some playing frisbee, others having picnics, and I even spotted several dogs accompanying their owners.
2. Improved: Social media platforms have revolutionized the way people communicate and share information. Facebook, with its billions of users, leads the pack, while Twitter is popular for quick updates, and Instagram excels in photo sharing. These platforms have become so integral to modern life that people often spend hours scrolling through their feeds.
3. Improved: Learning a new language presents several challenges that require dedication and varied approaches. Mastering vocabulary and navigating complex grammar rules can be confusing, necessitating consistent practice. To overcome

these hurdles, some people turn to language learning apps, while others prefer the structure of traditional classes.

I'll pause here for your review. Let me know when you'd like me to proceed with the next error on the list.

E2: Poor coherence or logical flow

Understood. Let's proceed with Error 2: Poor coherence or logical flow. Here are three bad examples demonstrating this error, followed by an answer key with improvements.

Bad Examples:

1. Climate change is a serious issue. Polar bears are losing their habitat. We should recycle more. The ozone layer is depleting. Electric cars are becoming popular. Greenhouse gases trap heat in the atmosphere. Solar panels are a good investment.
2. The company's profits increased last quarter. Employee turnover is high. Our new product launch was successful. The office building needs renovation. Customer satisfaction ratings have improved. We're considering expanding to international markets.
3. Exercise is important for health. Jogging can be hard on your knees. Eating vegetables provides essential nutrients. Weight lifting builds muscle. Sleep is crucial for recovery. Swimming is a low-impact workout. Stress can negatively affect your health.

Answer Key:

1. Improved: Climate change is a serious issue with far-reaching consequences. Greenhouse gases trap heat in the atmosphere, leading to global warming. This warming is causing the ozone layer to deplete and polar bears to lose their habitat as ice melts. To combat these effects, we should take action on multiple fronts. Recycling more, using electric cars, and investing in solar panels are all steps we can take to reduce our carbon footprint and slow the pace of climate change.
2. Improved: Our company has experienced both successes and challenges in recent months. On the positive side, our profits increased last quarter, largely due to a successful new product launch. Customer satisfaction ratings have also improved. However, we face some internal issues, such as high employee turnover and an office building in need of renovation. Looking ahead, we're considering expanding to international markets to capitalize on our recent successes while addressing our current challenges.
3. Improved: Exercise is crucial for maintaining good health, but it's important to choose the right type of activity for your body. While jogging is a popular form of cardio, it can be hard on your knees. Swimming offers a low-impact alternative that provides excellent cardiovascular benefits. For those interested in building muscle, weight lifting is an effective option. Regardless of the chosen exercise, proper

nutrition, including a diet rich in vegetables, and adequate sleep are essential for recovery and overall health. Managing stress is also key, as it can negatively impact both your workout performance and general well-being.

I'll pause here for your review. Let me know when you'd like me to proceed with the next error on the list.

E3: Inadequate supporting details or evidence

Understood. Let's proceed with Error 3: Inadequate supporting details or evidence. Here are three bad examples demonstrating this error, followed by an answer key with improvements.

Bad Examples:

1. Renewable energy is the future. It's better for the environment and will save money in the long run. We should invest more in renewable energy sources.
2. The new education policy will improve student performance. It addresses many of the current issues in our school system. Students will benefit greatly from these changes.
3. Regular exercise is essential for good health. It helps you stay fit and feel better. Everyone should try to exercise more often.

Answer Key:

1. Improved: Renewable energy is the future of our power needs. It's better for the environment as it produces significantly less greenhouse gas emissions compared to fossil fuels. For instance, solar panels generate electricity without any emissions during operation. Additionally, while the initial investment may be high, renewable energy will save money in the long run. The U.S. Department of Energy reports that the average homeowner can save between \$10,000 to \$30,000 over the lifetime of a solar panel system. Given these benefits, we should invest more in renewable energy sources such as wind, solar, and hydroelectric power to ensure a sustainable future.
2. Improved: The new education policy will likely improve student performance by addressing several key issues in our current school system. For example, it reduces class sizes from an average of 30 students to 20, allowing for more personalized attention. The policy also introduces a comprehensive STEM curriculum starting from elementary school, preparing students for future job markets. Furthermore, it increases funding for teacher training programs by 25%, ensuring educators are equipped with the latest teaching methodologies. These changes are expected to benefit students greatly, as similar policies in countries like Finland and Singapore have led to significant improvements in standardized test scores and overall student satisfaction.
3. Improved: Regular exercise is essential for good health, offering a wide range of physical and mental benefits. Physically, it helps maintain a healthy weight, reduces

the risk of chronic diseases, and improves cardiovascular health. The American Heart Association recommends at least 150 minutes of moderate-intensity aerobic activity per week to lower the risk of heart disease and stroke. Mentally, exercise releases endorphins, which can alleviate symptoms of depression and anxiety. A study published in the Journal of Clinical Psychiatry found that regular exercise can be as effective as medication in treating mild to moderate depression. Given these substantial benefits, everyone should try to incorporate more exercise into their routine, whether it's through brisk walking, cycling, swimming, or other enjoyable activities.

I'll pause here for your review. Let me know when you'd like me to proceed with the next error on the list.

E4: Faulty parallelism

Bad Examples:

1. The company's goals are to increase profits, expanding market share, and employee satisfaction improvement.
2. I enjoy reading novels, to watch movies, and playing video games in my free time.
3. The new policy requires employees to submit their reports on time, that they attend weekly meetings, and keeping their workspaces clean.

Answer Key:

1. Improved: The company's goals are to increase profits, expand market share, and improve employee satisfaction.

[Faulty parallelism occurs](#) when items in a series don't have the same grammatical structure. In this case, we've corrected it by using the infinitive form (to + verb) for all three items in the list.

2. Improved: I enjoy reading novels, watching movies, and playing video games in my free time.

Here, we've corrected the parallelism by using the gerund form (-ing) for all three activities. This creates a consistent structure throughout the list.

3. Improved: The new policy requires employees to submit their reports on time, to attend weekly meetings, and to keep their workspaces clean.

In this example, we've achieved parallelism by using the infinitive form (to + verb) for all three requirements. This [creates a balanced structure](#) that's easier to read and understand.

I'll pause here for your review. Let me know when you'd like me to proceed with the next error on the list.

E5: Overuse of passive voice

Understood. Let's proceed with Error 5: Overuse of passive voice. I'll provide three bad examples demonstrating this error, followed by an answer key with improvements.

Error 5: Overuse of passive voice

Bad Examples:

1. The project was completed by the team last week. A report was written and submitted to the manager. Feedback was given and revisions were made. The final presentation was delivered to the client yesterday.
2. The new policy was implemented by the government. Taxes were increased and subsidies were reduced. Public services were affected and complaints were received from citizens.
3. The experiment was conducted in the lab. Samples were collected and analyzed. Results were recorded and a conclusion was drawn. The findings were presented at the conference.

Answer Key:

1. Improved: The team completed the project last week. They wrote a report and submitted it to the manager. After receiving feedback, they made revisions. Yesterday, they delivered the final presentation to the client.

[Overusing passive voice](#) can make writing feel distant and less engaging. By switching to active voice, we've made the sentence more direct and clear about who is performing each action.

2. Improved: The government implemented the new policy. They increased taxes and reduced subsidies. These changes affected public services, leading to complaints from citizens.

In this improved version, we've clearly identified the subject (the government) and used active voice to describe their actions and the resulting consequences.

3. Improved: Our research team conducted the experiment in the lab. We collected and analyzed samples, recorded the results, and drew a conclusion. Finally, we presented our findings at the conference.

Here, we've [transformed passive sentences into active ones](#), making it clear who performed each step of the research process. This approach makes the writing more engaging and easier to follow.

Error 6: Inconsistent tense or point of view

Bad Examples:

1. The author wrote the novel in 1998. It tells the story of a young girl who grows up in rural America. The characters were well-developed, and readers will find themselves engrossed in the plot.
2. When you start a new job, it's important to make a good impression. I always arrived early and dressed professionally. One should also be eager to learn and contribute to the team.
3. The company announces its quarterly results today. Investors were pleased with the performance. The stock price is expected to rise, and it created excitement in the market.

Answer Key:

1. Improved: The author wrote the novel in 1998. It tells the story of a young girl who grows up in rural America. The characters are well-developed, and readers will find themselves engrossed in the plot.

In formal writing, [it's important to keep verb tenses consistent](#) so that readers can follow the progress of ideas easily. Here, we've maintained the present tense when discussing the novel's ongoing characteristics.

2. Improved: When you start a new job, it's important to make a good impression. You should arrive early and dress professionally. You should also be eager to learn and contribute to the team.

This example now maintains a consistent second-person point of view throughout. [Inconsistent point of view](#) is a common writing mistake that can be spotted during self-editing.

3. Improved: The company announced its quarterly results today. Investors are pleased with the performance. The stock price is expected to rise, creating excitement in the market.

Here, we've adjusted the tenses to maintain consistency, using past tense for the completed action (announcing results) and present tense for the current and expected outcomes.

When writing, it's crucial to [maintain consistent tenses and points of view](#). If you're unsure which to use, try drafting a paragraph both ways and see which feels more natural for your story or content.

E7: Sentence fragments or run-on sentences

Bad Examples:

1. Fragment: Because the weather was terrible. We decided to stay indoors and watch movies all day.
2. Run-on: The concert was amazing the band played for three hours straight the crowd was energetic throughout the entire show.
3. Mix of fragment and run-on: Although the project was challenging. The team worked hard day and night they didn't give up even when faced with setbacks finally completing it on time.

Answer Key:

1. Improved: Because the weather was terrible, we decided to stay indoors and watch movies all day.

[A sentence fragment occurs](#) when a dependent clause is punctuated as a complete sentence. Here, we've combined the fragment with the main clause to form a complete sentence.

2. Improved: The concert was amazing. The band played for three hours straight, and the crowd was energetic throughout the entire show.

[A run-on sentence happens](#) when two or more independent clauses are connected improperly. We've corrected this by separating the first clause with a period and using a conjunction to connect the last two clauses.

3. Improved: Although the project was challenging, the team worked hard day and night. They didn't give up even when faced with setbacks, finally completing it on time.

This example combines both issues. We've connected the fragment to the main clause and separated the run-on into two sentences, using appropriate punctuation.

It's important to note that [sentence fragments and run-on sentences are essentially opposites](#). A fragment is an incomplete sentence, while a run-on is two or more complete sentences improperly combined. Both can be corrected by identifying the main clauses and using appropriate punctuation or conjunctions to connect or separate them as needed.

E8: Lack of transitions between ideas

Bad Examples:

1. The company reported record profits this quarter. Employee morale is at an all-time low. The CEO announced plans for expansion. The stock price fell unexpectedly.
2. Climate change is a pressing global issue. Renewable energy sources are becoming more affordable. Deforestation continues at an alarming rate. Many species are facing extinction.
3. John is an excellent student. He struggles with public speaking. His written work is outstanding. He plans to pursue a career in research.

Answer Key:

1. Improved: The company reported record profits this quarter. However, employee morale is at an all-time low. Despite this, the CEO announced plans for expansion. Surprisingly, the stock price fell unexpectedly.

Good transitions can connect paragraphs and turn disconnected writing into a unified whole. In this improved version, we've added transitional words and phrases to show the relationships between ideas.

2. Improved: Climate change is a pressing global issue. On a positive note, renewable energy sources are becoming more affordable. Nevertheless, deforestation continues at an alarming rate. As a result, many species are facing extinction.

Here, we've used transitions to show the logical connections between these related but distinct ideas about climate change and its effects.

3. Improved: John is an excellent student, particularly when it comes to his written work, which is outstanding. However, he struggles with public speaking. Because of his strengths in writing and research, he plans to pursue a career in research.

The best way to clearly communicate the logical pathways that connect your ideas is to make sure that you move smoothly from old information to new information. In this improved version, we've rearranged the sentences and added transitions to create a more coherent flow of ideas.

While it's important to have transitions between sentences, scenes and ideas, the most common missing or weak transitions are between paragraphs. This happens because writers often focus on individual paragraphs without considering how they connect to the overall structure of the piece.

Remember, effective transitions help guide your reader through your writing, showing how different ideas relate to each other and contributing to the overall coherence of your work.

E9: Redundancy or unnecessary repetition

Certainly. Let's move on to Error 9: Redundancy or unnecessary repetition. I'll provide three bad examples demonstrating this error, followed by an answer key with improvements.

Error 9: Redundancy or unnecessary repetition

Bad Examples:

1. The unexpected surprise party was a complete and total shock to Sarah. She had absolutely no idea whatsoever that her friends were planning this secret celebration for her birthday.
2. In my personal opinion, I think that the new policy will definitely and certainly have a major impact on our daily lives and routines.
3. The final conclusion of the study shows that exercise has many various different benefits for both physical health and mental well-being.

Answer Key:

1. Improved: The surprise party was a shock to Sarah. She had no idea her friends were planning this celebration for her birthday.

Redundancy happens when the repetition of a word or idea does not add anything to the previous usage; it just restates what has already been said. In this example, we've removed redundant phrases like "unexpected surprise" (all surprises are unexpected) and "absolutely no idea whatsoever" (which is just an emphatic way of saying "no idea").

2. Improved: In my opinion, the new policy will have a major impact on our daily lives.

Here, we've eliminated redundant phrases like "personal opinion" (all opinions are personal) and "definitely and certainly" (which express the same idea). Some pairs of words are inherently redundant, such as "personal opinion" or "final conclusion."

3. Improved: The study concludes that exercise has many benefits for both physical and mental health.

In this improved version, we've removed unnecessary repetition of similar words ("various different") and simplified "physical health and mental well-being" to "physical and mental health."

[Effective writing is clear, precise, and concise.](#) Redundancy is one of the pitfalls of writing that is not concise. It's important to review your writing and ask yourself if each word or phrase adds new information or emphasis. If it doesn't, consider removing it.

Remember, while some repetition can be used for emphasis or stylistic effect, unnecessary repetition can make your writing feel bloated and less impactful. The goal is to convey your ideas clearly and efficiently.

E 10, Irrelevant information or tangents

Bad Example 1: The Civil War was a significant event in American history. It lasted from 1861 to 1865 and resulted in over 600,000 deaths. My great-grandfather fought in the war, and he always said the food was terrible. Speaking of food, I love trying new restaurants. There's a great Italian place that just opened up downtown. Anyway, the Civil War ended with the Union's victory and the abolition of slavery.

Bad Example 2: Global warming is a pressing environmental issue. Scientists have observed rising temperatures and sea levels over the past century. Did you know that penguins can't fly? They're such interesting creatures. I saw a documentary about them last week. Climate change affects various ecosystems, including polar regions where penguins live. We need to reduce our carbon emissions to mitigate the effects of global warming.

Bad Example 3: The invention of the printing press revolutionized communication. Johannes Gutenberg developed the movable type printing press around 1440. I've always been fascinated by inventions. Last summer, I visited a museum of technology and saw all kinds of cool gadgets. The printing press made books more accessible and affordable, leading to increased literacy rates across Europe.

Answer Key:

10. Irrelevant information or tangents

Problem: Including unrelated or off-topic information disrupts the flow of ideas and confuses the reader.

Solution: Stay focused on the main topic and remove any information that doesn't directly support your main point or argument.

How to fix:

- Identify the main topic or argument of your paragraph.
- Remove any sentences or information that don't directly relate to or support this main idea.
- Ensure each sentence logically connects to the ones before and after it.
- If the tangential information is important, consider creating a separate paragraph or section for it.

E11: Overuse of jargon or complex language

Bad Examples:

1. The implementation of the new customer relationship management system will facilitate the optimization of our client-facing processes, enabling us to leverage our core competencies and synergize our cross-functional teams for enhanced stakeholder value.
2. The utilization of cutting-edge machine learning algorithms in conjunction with big data analytics has revolutionized our predictive modeling capabilities, allowing for the extrapolation of future market trends with unprecedented accuracy.
3. The integration of blockchain technology into our supply chain management infrastructure will ensure end-to-end visibility, immutability of transactional data, and disintermediation of superfluous third-party entities.

Answer Key:

1. Improved: The new customer management system will improve how we work with clients. It will help our teams work together better and provide more value to our customers.

Jargon is unnecessarily complicated language used to impress, rather than to inform, your audience. In this example, we've replaced jargon like "optimize," "leverage," and "synergize" with simpler, more direct language.

2. Improved: We're using advanced computer programs to analyze large amounts of data. This helps us predict future market trends more accurately than ever before.

Here, we've simplified technical terms like "machine learning algorithms" and "big data analytics" to make the message more accessible to a general audience.

3. Improved: Adding blockchain to our supply chain management will make our processes more transparent and secure. It will also reduce the need for unnecessary middlemen.

In this improved version, we've explained the benefits of blockchain technology without using overly technical language.

Words and phrases lose their meaning from overuse and imprecision. Jargon can create a barrier to communication, especially when writing for a general audience or those outside your field. It's important to consider your audience and choose language that they will understand.

Remember, the goal of communication is to convey information clearly. While some technical terms may be necessary, especially when writing for a specialized audience, it's often better to use simpler language when possible. As Einstein reportedly said, "If you can't explain it simply, you don't understand it well enough."

E12: Vague pronoun references

Bad Examples:

1. John and Mike went to the store. He bought a new shirt.
2. The company's profits increased, but it worried investors.
3. After putting the disk in the cabinet, Mabel locked it.

Answer Key:

1. Improved: John and Mike went to the store. John bought a new shirt.

In this example, the pronoun "he" was vague because it could refer to either John or Mike. [Vague pronoun references often occur when there are multiple potential antecedents.](#) By replacing "he" with "John," we've made it clear who bought the shirt.

2. Improved: The company's profits increased, but this increase worried investors.

Here, the pronoun "it" was unclear - did it refer to the profits or the increase? By specifying "this increase," we've clarified the meaning.

3. Improved: After putting the disk in the cabinet, Mabel locked the cabinet.

In this case, "it" could refer to either the disk or the cabinet. [To correct a vague pronoun, replace the pronoun with its noun antecedent.](#) By specifying "the cabinet," we've made the sentence clearer.

[Ambiguous references often occur when there are introductory elements in the sentence.](#)

It's important to ensure that each pronoun clearly refers to a specific noun.

To avoid vague pronoun references:

1. Ensure each pronoun has a clear antecedent.
2. If there's any ambiguity, replace the pronoun with the specific noun it refers to.
3. Be especially careful with pronouns like "it," "this," and "that," which can easily become vague.
4. [Search your document for words like "it," "this," "which," and "that," and check each occurrence for clarity.](#)

Remember, clear pronoun references contribute to the overall clarity and effectiveness of your writing. When in doubt, it's often better to repeat the noun rather than use a potentially ambiguous pronoun.

E13: Incorrect word choice

Bad Example 1: The detective poured over the evidence, trying to deduce the suspect's motive. He was weary of making hasty conclusions, but the clues seemed to infer that the crime was premeditated. The victim's family was anxious to hear any updates, as they were literally dying for answers.

Bad Example 2: The company's new policy effected all employees, regardless of their tenure. Many workers felt the changes would have an adverse affect on their productivity. The CEO insured everyone that the policy was designed to compliment their existing workflow and would ultimately lead to greater efficiency.

Bad Example 3: The student's essay was riddled with errors, making it difficult to understand his principle argument. Despite the teacher's previous council, he continued to use words incorrectly. His writing style was so lose that it detracted from the overall quality of his work.

Answer Key:

13. Incorrect word choice

Problem: Using words incorrectly or confusing similar-sounding words can lead to misunderstandings and weaken the credibility of your writing.

Solution: Carefully select words that convey your intended meaning accurately, and double-check usage of commonly confused words.

Corrected versions:

1. The detective **pored** over the evidence, trying to deduce the suspect's motive. He was wary of making hasty conclusions, but the clues seemed to imply that the crime was premeditated. The victim's family was anxious to hear any updates, as they were figuratively dying for answers.
2. The company's new policy affected all employees, regardless of their tenure. Many workers felt the changes would have an adverse effect on their productivity. The CEO assured everyone that the policy was designed to complement their existing workflow and would ultimately lead to greater efficiency.
3. The student's essay was riddled with errors, making it difficult to understand his principal argument. Despite the teacher's previous counsel, he continued to use words incorrectly. His writing style was so loose that it detracted from the overall quality of his work.

How to fix:

- Use a dictionary to verify the meaning and usage of unfamiliar words.
- Be aware of commonly confused word pairs and use them correctly.
- Avoid using words whose meanings you're unsure of, even if they sound impressive.
- Read your writing aloud to catch any words that sound out of place or incorrect.
- Have someone else review your work to catch any mistakes you might have missed.
- Use context clues to determine if a word fits logically within a sentence.

E14: Lack of paragraph unity (multiple topics in one paragraph)

Bad Examples:

1. Coffee is a popular morning beverage. It contains caffeine, which can help people feel more alert. Many people enjoy coffee with breakfast. Tea is another common morning drink. Some people prefer herbal teas that don't contain caffeine. Coffee shops often sell pastries and sandwiches along with their drinks. The coffee industry has a significant environmental impact in many countries where it's grown.
2. Cats make great pets because they are independent. Dogs are also popular pets and require more attention. Cats can be trained to use a litter box. Many people are allergic to cats. Dogs need to be walked regularly. Both cats and dogs provide companionship to their owners.
3. The Industrial Revolution began in the late 18th century. It led to significant technological advancements. Many people moved from rural areas to cities for work. The American Revolution occurred around the same time. Factory conditions were often poor during this period. The steam engine was a key invention of the Industrial Revolution.

Answer Key:

1. Improved: (Split into two paragraphs)

Paragraph 1: Coffee is a popular morning beverage. It contains caffeine, which can help people feel more alert. Many people enjoy coffee with breakfast. Coffee shops often sell pastries and sandwiches along with their drinks.

Paragraph 2: Tea is another common morning drink. Some people prefer herbal teas that don't contain caffeine. The coffee industry, however, has a significant environmental impact in many countries where it's grown.

[A paragraph is a group of sentences all focused on one idea.](#) In the original example, the paragraph jumped between coffee, tea, and the coffee industry's environmental impact. By splitting it into two paragraphs, we've improved the unity of each.

2. Improved: (Split into two paragraphs)

Paragraph 1: Cats make great pets because they are independent. Cats can be trained to use a litter box. However, many people are allergic to cats.

Paragraph 2: Dogs are also popular pets and require more attention. Dogs need to be walked regularly. Both cats and dogs provide companionship to their owners.

Here, we've separated the information about cats and dogs into two distinct paragraphs, improving the unity of each.

3. Improved: (Split into two paragraphs)

Paragraph 1: The Industrial Revolution began in the late 18th century. It led to significant technological advancements. Many people moved from rural areas to cities for work. Factory conditions were often poor during this period. The steam engine was a key invention of the Industrial Revolution.

Paragraph 2: The American Revolution occurred around the same time as the Industrial Revolution, but had different causes and consequences.

To be coherent a paragraph must satisfy two criteria: First, relevance—every idea must relate to the topic. Second, effective order—ideas must be arranged in a logical order. In this improved version, we've separated the information about the Industrial Revolution from the mention of the American Revolution, creating two more unified paragraphs.

When checking for paragraph unity, you should ensure that all sentences build upon each other and each sentence supports the main idea of the paragraph. If you find that a paragraph contains multiple distinct topics, it's often best to split it into separate paragraphs, each focusing on a single main idea.

Remember, paragraph unity helps to organize your thoughts clearly and makes your writing easier for readers to follow. Each paragraph should have a clear focus and all sentences within it should relate to that focus.

E15: Improper formatting or indentation

Bad Examples:

1.

```
def calculate_average(numbers): sum = 0 for num in numbers: sum += num return sum / len(numbers)
```
2.
 - First item
 - Second item
 - Third item
 - Fourth item
- 3.

Welcome

This is my website.

Answer Key:

1. Improved:

```
def calculate_average(numbers):
```

```
    sum = 0
```

```
    for num in numbers:
```

```
        sum += num
```

```
    return sum / len(numbers)
```

In Python, [indentation is crucial as it defines the structure and scope of the code](#). Proper indentation makes the code more readable and prevents errors.

2. Improved:

- First item

- Second item

- Third item

- Fourth item

Consistent indentation in lists helps to show the hierarchy and relationship between items. [Incorrect indentation can lead to confusion and misinterpretation](#).

3. Improved:

```
<html>
```

```
    <head>
```

```
<title>My Website</title>
</head>
<body>
  <h1>Welcome</h1>
  <p>This is my website.</p>
</body>
</html>
```

[Proper indentation in HTML improves readability and helps developers understand the structure of the document.](#) While browsers can render improperly formatted HTML, good indentation is a best practice for code maintenance.

Proper formatting and indentation are crucial for several reasons:

1. **Readability:** Well-formatted code is easier to read and understand.
2. **Maintainability:** Proper indentation helps developers quickly identify the structure and scope of the code.
3. **Error Prevention:** In some languages like Python, correct indentation is necessary for the code to function properly.
4. **Collaboration:** Consistent formatting makes it easier for teams to work together on code.

Many text editors and integrated development environments (IDEs) offer auto-formatting features to help maintain proper indentation. [However, these tools can sometimes produce unexpected results, so it's important to review the formatting manually.](#)

Remember, while the specifics of formatting can vary between languages and style guides, the principle of consistent, clear formatting remains universal in coding and writing.

Writing Improvement ,Part 3: Using humor to improve writing (Dr Ken Long/Claude 3.5 Sonnet, 2 Aug 24)

In this next section we are going to use humor to illustrate our writing errors in action. make a list of 50 sentences. Each sentence should have a specific problem that demonstrates the problem we are trying to teach the students not to make. Provide an example if the instructions are clear, such as "Don't never use no double negatives"

It tried, hard, but did not get the joke. The sentences are actually candidates for “How to improve bad sentences

Certainly! I'll create a list of 50 humorous sentences, each demonstrating a specific writing error. Here's an example to illustrate the format:

1. Don't never use no double negatives.

Now, let's proceed with the list of 50 sentences:

1. Their are too many spelling errors in they're writing.
2. The dog wagged it's tail happily.
3. Me and him went to the store.
4. The book was real good.
5. I could of gone to the party, but I was tired.
6. The company CEO, she gave a speech yesterday.
7. [We seen](#) the movie last week.
8. I'm going to lay down for a nap.
9. Between you and I, this is a secret.
10. The data show that people is becoming more health-conscious.
11. He bought a new car it was very expensive.
12. She literally died when she heard the news.
13. This sentence have bad subject-verb agreement.
14. The affect of the medication was immediate.
15. I brung my lunch to work today.
16. The dog whom I saw was brown.

17. Your not going to believe this!
18. [He et](#) all the cookies before dinner.
19. The car, which was red, and it had a flat tire.
20. I feel badly about what happened.
21. Irregardless of the weather, we're going hiking.
22. The book was wrote by a famous author.
23. She did good on her exam.
24. Their going to they're favorite restaurant for there anniversary.
25. I like apples oranges and pears
26. The man that lives next door is friendly.
27. Me and my friends are going to the beach.
28. I'm suppose to meet her at 7 PM.
29. He has went to the store already.
30. The committee have decided to postpone the meeting.
31. She don't know nothing about cars.
32. Its going to rain tomorrow, and it's clouds are already gathering.
33. The company's been in business for over 100 years it's very successful.
34. I borrowed the book off of my friend.
35. The cake tastes beautifully.
36. He was late, rude, and he didn't apologize.
37. John and Mary went to the store he bought milk.
38. Your the best friend I've ever had!
39. The cat licked it's paws and laid down.
40. I seen her yesterday at the mall.
41. He asked that question already, why he keep asking it?
42. The book was real interesting, I couldn't put it down.

43. She sung a beautiful song at the concert.
44. The team played good in the first half.
45. I can't hardly wait for the weekend.
46. The dog wagged it's tail, barked loudly and jumped up and down.
47. He don't got no money.
48. [The data is](#) inconclusive.
49. I ain't got nothing to say about that.
50. Me and her are going to the movies tonight.

These sentences demonstrate various common writing errors, including grammar mistakes, punctuation errors, spelling mistakes, and issues with word choice and sentence structure. Each one can serve as a learning opportunity for students to identify and correct the errors.

let me try to be clearer. I want the sentence itself to be specifically about a common error. The sentence is directing the writer NOT to make that error. But the sentence itself, ironically, is an example of the error that the rule of good writing is specifically telling the writer not to commit. Clear?

Ah, I see! Thank you for the clarification. You're looking for sentences that ironically demonstrate the very error they're warning against. Here's a list of 50 such sentences:

1. Don't use no double negatives.
2. Always proofread you're writing.
3. Its important to use apostrophes correctly.
4. You should avoid splitting infinitives to boldly go where no one has gone before.
5. Dont forget to use apostrophes.
6. [Passive voice should be avoided.](#)
7. Never use a long word when a diminutive one will suffice.
8. A writer must not shift your point of view.
9. Avoid cliches like the plague.
10. Its preferable to not end a sentence with a preposition at.

11. Run-on sentences are hard to read they should be avoided.
12. Parenthetical remarks (however relevant) are (usually) unnecessary.
13. Contractions aren't necessary and shouldn't be used.
14. One-word sentences? Eliminate.
15. Exaggeration is like a million times worse than understatement.
16. The passive voice is to be ignored.
17. Who needs rhetorical questions?
18. Analogies in writing are like feathers on a snake.
19. Eliminate commas that are not necessary.
20. Never generalize.
21. Be more or less specific.
22. Comparisons are as bad as cliches.
23. Dont use no slang.
24. Take care to pepper you're writing with correct punctuation.
25. Avoid trendy locutions that sound flaky.
26. Everyone should be careful to use a singular pronoun with singular nouns in their writing.
27. Always pick on the correct idiom.
28. The adverb always follows the verb.
29. Last but not least, avoid cliches like the plague.
30. Profanity sucks.
31. Be carefully to use adjectives and adverbs correct.
32. About sentence fragments.
33. Dont use quotation marks for "emphasis."
34. Reserve youre apostrophes for it's proper use.
35. Avoid overuse of exclamation points!!!!

36. Use the semicolon properly, always use it where it is appropriate; and never where it isn't.
37. Check to see if you any words out.
38. Correct spelng is essential.
39. Proofread carefully to see if you any words out.
40. It behooves us to avoid archaic expressions.
41. Mixed metaphors are a pain in the neck and should be thrown out the window.
42. Avoid redundant and unnecessary repetition.
43. The thing about incomplete sentences.
44. Its bad to be repetitive and repeat yourself.
45. Hopefully, you will use words correctly, irregardless of how others use them.
46. Counta three before using "literally" figuratively.
47. Theres no excuse for poor grammar.
48. Use commas, to separate items in a list.
49. Affect a simile in writing; don't effect it.
50. Refrain from using unnecessary tautology (in other words, needless repetition).

Each of these sentences humorously breaks the very rule it's trying to enforce, demonstrating common writing errors in action.

please write another 50 in this style without repeating any of the earlier 50

Certainly! Here's another 50 sentences in the same style, without repeating the previous ones:

1. Your supposed to hyphenate compound adjectives.
2. Capitalize the first word in a sentence and proper noun's.
3. Try to not ever split infinitives.
4. Its crucial to distinguish between its and it's.
5. Dangling modifiers should be avoided by writers.
6. A preposition is not a good thing to end a sentence with.

7. [Parallel structure should be used in lists and is important.](#)
8. When writing, you should definitely avoid second-person pronouns.
9. Absolutely always avoid alliteration.
10. Eschew obfuscation.
11. Sentence fragments. Should be avoided.
12. Foreign words and phrases are not apropos.
13. Excessively long sentences, while sometimes necessary, can often be difficult to read, especially when they contain multiple clauses and ideas, so it's generally best to keep things concise and to the point, wouldn't you agree?
14. Do not use contractions in formal writing.
15. Be sure to use the correct homophone when your writing.
16. Verbs has to agree with their subjects.
17. Avoid clichés like "avoid clichés like the plague."
18. Placing a comma between subject and predicate, is not correct.
19. Who knows how to use who and whom correctly.
20. [Use the subjunctive mood in statements that are contrary to fact or improbable, as if it was important.](#)
21. Thou shalt not use archaic pronouns.
22. [The Oxford comma is necessary, useful, and important.](#)
23. Don't anthropomorphize inanimate objects. They hate it.
24. Avoid using "etc." at the end of a list, and so on, and so forth, etc.
25. Eliminate unnecessary redundancies.
26. Use active voice whenever possible.
27. Pronouns must agree with there antecedents.
28. Just between you and I, case is important for pronouns.
29. Avoid verbose expressions.
30. A writer must be sure to avoid colloquialisms.

31. Negation requires either a negative pronoun or a negative adverb, not both, never.
32. Replace vague words with more specific ones.
33. Only proper nouns should be capitalized.
34. Use a dash - correctly.
35. Possessive's require an apostrophe.
36. Use hyphens correctly in compound-word situations.
37. Avoid overuse of really, very, and quite.
38. Insure and ensure are not interchangeable; make sure you use them correctly.
39. The meanings of homophones are not identical; no two words are.
40. Punctuation belongs inside quotation marks".
41. Ellipses should be used sparingly...
42. Metaphors should not be mixed with impunity.
43. Proofread to make sure you don't words out.
44. Steer clear of incorrect verb forms that have snuck into the language.
45. Take the bull by the horns, and avoid mixed metaphors.
46. Resist the temptation to use exclamation points!!!
47. If you reread your work, you will find on rereading that a great deal of repetition can be avoided by rereading and editing.
48. Tis best to avoid archaisms.
49. Don't verb nouns.
50. Go boldly and use split infinitives.

These sentences continue to demonstrate common writing errors while humorously breaking the very rules they're attempting to enforce.