Contents

1	Punctuation 1								
	1.1	Full stop	2						
	1.2	Comma	2						
	1.3	Semicolon	4						
	1.4	Colon	5						
	1.5	Dash	5						
	1.6	Brackets	5						
2	Spelling 11								
	2.1	Doubling of consonants	11						
	2.2	Adding a suffix to a word	12						
	2.3	Adding suffixes to words ending in -y	13						
	2.4	Making plurals	13						
3	Pronoun agreement								
3	Pro	onoun agreement	17						
3	Pro 3.1	pnoun agreement Pronoun number	17 17						
3		Pronoun gender							
3	3.1	Pronoun number	17						
3 4	3.1 3.2 3.3	Pronoun number Pronoun gender Ambiguity Chal agreement	17 18 19						
	3.1 3.2 3.3	Pronoun number	17 18						
	3.1 3.2 3.3 Ver	Pronoun number Pronoun gender Ambiguity Chal agreement	17 18 19 25						
	3.1 3.2 3.3 Ver 4.1	Pronoun number Pronoun gender Ambiguity bal agreement Singular Subjects	17 18 19 25 25						
	3.1 3.2 3.3 Ver 4.1 4.2 4.3	Pronoun number Pronoun gender Ambiguity bal agreement Singular Subjects Plural subject Singular or plural subject agling modifiers	17 18 19 25 25 27						
4	3.1 3.2 3.3 Ver 4.1 4.2 4.3	Pronoun number Pronoun gender Ambiguity bal agreement Singular Subjects Plural subject Singular or plural subject	17 18 19 25 25 27 28						

6	Sequ	Sequence of tenses				
	6.1	How are tenses divided in the different sections of a paper? .	41			
	6.2	What is the sequence of tenses?	42			
		6.2.1 Perfect and progressive tenses	43			
7	Infinitive and -ing form					
	7.1	Uses of the infinitive	47			
	7.2	Uses of -ing form	48			
	7.3 7.4	Verbs which can be used both with infinitive or -ing Verbs which can be used with infinitive or -ing but there is a	49			
	•••	change in meaning	49			
8	Hedging		53			
	8.1	How can this be done?	53			
9	Free	requently misused words 57				
A	Pass	Passages for text correction 69				
В	Тур	es of academic degree	73			
C	Gen	General abbreviations				
D	Coll	locations	77			
\mathbf{E}	Key	to the activities	79			
	E.1		79			
		E.1.1 Punctuate the following letters:	79			
		E.1.2 Correct the punctuation in the following examples,				
		some of them are correct. Tick the ones which are				
		right and correct the wrong ones	80			
		E.1.3 Punctuate the following text:	81			
		E.1.4 Correct the punctuation errors in the following text: .	81			
	E.2	UNIT 2: SPELLING	82			
		E.2.1 According to the above mentioned rules, add suffixes to the following words:	82			
		E.2.2 Which is the correct spelling in the following sentences?	82			
		E.2.3 Correct any spelling mistakes in the following text: .	82			

	E.2.4	Are the following words right or wrong? Tick the	
		right ones and correct the wrong ones	82
E.3	UNIT	3: PRONOUN AGREEMENT	83
	E.3.1	Some of these examples contain errors. Tick the ones	
		which are right and correct the ones which are wrong.	83
	E.3.2	What is the antecedent of the words in bold?	83
	E.3.3	Complete the following texts with the right pronoun	
		or determiner if necessary:	84
	E.3.4	Underline the antecedent of the words in bold. Some	
		of the pronouns are wrong, correct them	84
	E.3.5	Can you find any errors in the following text?	84
E.4	UNIT	4: VERBAL AGREEMENT	85
	E.4.1	Underline the subjects in the following text:	85
	E.4.2	Complete the following text with a verb in the singu-	
		lar or the plural:	86
	E.4.3	Choose the right answer for each example	86
	E.4.4	Correct the verbal agreement errors that you find in	
		the following text	86
	E.4.5	Are there any verbal agreement errors in the following	
		examples?	86
E.5	UNIT	5: DANGLING MODIFIERS	87
	E.5.1	Why are the following sentences wrong? Write them	
		in the appropriate way	87
	E.5.2	Some of these sentences are right and some are wrong.	
		Correct the wrong ones	88
	E.5.3	Are there any dangling modifiers in the following text?	88
	E.5.4	Select the sentence which is correct	88
	E.5.5	Are there any unrelated participles in the following	
		sentences?	89
	E.5.6	Can you find any errors in the following text?	89
E.6	UNIT	6: SEQUENCE OF TENSES	9(
	E.6.1	Why are the verbs in bold wrong?	90
	E.6.2	Complete the following text with the verbs in the right	
		tense:	90
	E.6.3	Can you find any tense errors in the following text? .	90

	E.6.4	Correct the errors you find in the following examples:	91
	E.6.5	Correct the following abstract:	91
	E.6.6	Which are the right tenses in the following conclusion:	91
E.7	UNIT	7: INFINITIVE AND -ING FORM	92
	E.7.1	Complete the following sentences with the right form:	
		infinitive or -ing:	92
	E.7.2	Correct any errors in the use of the infinitive or -ing	
		form in the following text:	92
	E.7.3	Which of these examples are right and which are wrong?	
		Tick the right ones and correct the wrong ones	93
	E.7.4	Can you find any errors in the following text?	93
E.8	UNIT	8: HEDGING	94
	E.8.1	Underline the elements that show hedging in the fol-	
		lowing paragraph:	94
	E.8.2	Change the following examples so that they keep their	
		original meaning but hedges are introduced:	94
	E.8.3	3. Introduce hedges in the following paragraphs where	
		you consider them necessary:	94
	E.8.4	Where would you introduce hedges in the following	
		text?	95
E.9	UNIT	9: FREQUENTLY MISUSED WORDS	96
	E.9.1	Correct any errors you find in the following examples.	
		Some of them are right	96
	E.9.2	Which word best completes the following sentences? .	97
	E.9.3	What is the plural of these nouns?	97
E.10	PASSA	GES FOR TEXT CORRECTION	97
	E.10.1	Correct any errors you find in the following texts:	97