



Final Draft Expectations

Students in college as well as professionals in the workforce are expected to write in standard edited English. This means that your writing should reflect your understanding of certain rules or conventions, like saying, “He and I will collaborate on this project”, instead of, “Me and him will do it together”, or using *its’* instead of *its* as a possessive pronoun. This expectation means you must pay close and careful attention to your grammar, sentence structure, syntax, punctuation, and word choice when editing and proofreading your final draft. The conventions of standard English are intended to help, rather than to hinder, a reader.

After composing an essay (which involves moving through the stages of pre-writing, writing, and re-writing), proofread what you think is your final draft carefully. In addition to being free of **spelling** errors, your final drafts should be free of the common errors in the list at right.

These are the unlucky 13; leaving any one of these mistakes in a final draft indicates to a reader that you are not yet able to write in standard English. If you do not know what these errors are, go to your handbook or mycomplab, find the error, and learn how to identify and correct it.

Words

- Vague pronoun reference
- Incorrect pronoun-antecedent agreement
- Incorrect homonyms (i.e. their/there/they’re; it’s/its; to/too/two; your/ you’re)

Sentence Structure

- Fragment
- Run-on or fused sentence
- Comma splice
- Verb tense shifts

Punctuation

- Unnecessary comma
- Unnecessary or missing capitalization
- Missing comma after an introductory element
- Missing comma in a compound sentence
- Missing or unnecessary apostrophe