

A. General

Ø	<i>corregir</i>	Circled word/s need/s to be eliminated (if crossed out) or corrected (if circled). Usually accompanied by symbol indicating what is wrong.
^	<i>insertar</i>	Insert something here (usually accompanied by symbol indicating what is needed)
#	<i>ver arriba</i>	Same error as one already corrected several times above
...	<i>cambio</i>	Additional change required due to correction in another part of sentence
[]	<i>sugerencia</i>	Word or expression makes sense, but there are more precise or effective alternatives

B. Aspectos mecánicos de la escritura

ort	<i>ortografía</i>	Double check spelling
ac	<i>acento</i>	Accent misplaced, incorrectly placed or not needed
M/m	<i>mayúscula</i>	Incorrect use of lower/upper case
p	<i>puntuación</i>	Reevaluate use of periods, commas, question marks, etc.

C. Gramática y vocabulario

adv	<i>adverbio</i>	Incorrect or missing adverb
a-p	<i>a personal</i>	Incorrect or missing <i>a</i> before person functioning as direct object
art	<i>artículo</i>	Incorrect article (definite vs indefinite) or missing or unnecessary article
con	<i>concordancia</i>	Incorrect agreement. Make sure that nouns agree with adjectives, articles, pronouns, etc.
conj	<i>conjunción</i>	Wrong, missing or unnecessary conjugation.
gen	<i>género</i>	Wrong gender of noun. Double check in dictionary
inf	<i>infinitivo</i>	Incorrect use of infinitive vs conjugated verb, or missing infinitive
neg	<i>negativa</i>	Add, omit, or change negative expression
part	<i>participio</i>	Wrong, missing or unnecessary use of present or past participle
pas	<i>voz pasiva</i>	Use passive voice (<i>se pasivo</i> is usually best, although <i>ser</i> + past participle may be OK)
perf	<i>perfecto</i>	Incorrect, missing, or unnecessary use of perfect tense (using <i>haber</i> + past participle)
s/p	<i>singular/plural</i>	Singular form should be plural or viceversa
p/p	<i>por/para</i>	Incorrect, missing, or unnecessary use of <i>por</i> or <i>para</i>
prep	<i>preposición</i>	Incorrect, missing, or unnecessary use of preposition other than <i>por</i> or <i>para</i> or <i>a-personal</i>
pron	<i>pronombre</i>	Incorrect, missing, or unnecessary pronoun (reflexive, indirect object, direct object)
rel	<i>relativo</i>	Incorrect, missing, or unnecessary relative pronoun (<i>que</i> , <i>quien/es</i> , <i>cuyo/as</i> , etc.)
s/e	<i>ser/estar/haber</i>	Incorrect use of <i>ser</i> , <i>estar</i> or use of <i>ser</i> or <i>estar</i> instead of another verb (such as <i>haber</i>)
Vf	<i>forma verbal</i>	Incorrect form of verb (regular vs irregular, stem-changing, etc.)
Vm	<i>modo verbal</i>	Incorrect verbal mood. Double check use of indicative vs subjunctive/imperative
Vp	<i>persona verbal</i>	Incorrect person ending of verb. Double check verb-subject agreement
Vt	<i>tiempo verbal</i>	Incorrect verb tense. Double check use of present, past (imperfect vs. preterite), future, or conditional
voc	<i>vocabulario</i>	Incorrect word usage in context. Look up alternatives in the dictionary
trad	<i>traducción</i>	Direct translation from English that does not make sense in context

D. Sintaxis y organización

brev	<i>breve</i>	Too many short sentences. Combine some of them to improve written style
frag	<i>fragmento</i>	Either sentence fragment or incomplete development of idea
rep	<i>repetitivo</i>	You need to vary vocabulary more or eliminate some other unnecessary repetition
→/←	<i>orden</i>	Word order needs to be modified
??	<i>clarificar</i>	Meaning unclear: word/s, sentence/s, etc. need/s to be rephrased