

## Proof Chart

### Sentence structure

- Incomplete sentences e.g., *Because he wasn't at work that day.*
- Run-on sentences e.g., *The meeting was adjourned we all left right after that.*
- Comma splices e.g., *Julie presented the layout to the clients, they liked it.*

### Spelling and punctuation

- Errors using capitals e.g., *She works in the ford building.*
- Incorrect punctuation e.g., *Dont use the photocopier.*
- Spelling mistakes e.g., *Puntuality is very important.*

### Grammar

- Incorrect use of verb forms e.g., *I seen the client yesterday.*
- Incorrect subject-verb agreement e.g., *Every manager and employee in the company agree with the decision.*
- Improper use of transitions e.g., *The meeting was long although the team talked a lot.*
- Pronoun references that are unclear e.g., *Sam went to the manager's office to pick up his report.*
- Improper use of articles e.g., *They discussed advantages and disadvantages of the proposal.*
- Incorrect use of subject/object pronouns e.g., *The boss gave a raise to Julia and I.*

### Word choice

- Incorrect use of similar words e.g., *Their very concerned about how the layoffs will effect there morale.*

### Improper tone, style or level of formality

- Use of informal style or casual language that is not appropriate in business writing e.g., *He's really ticked off that people continue to come late.*