
Communications 2007

Spelling Correction Sheet - Instructions

You now have a blank spelling correction sheet. You are to use it to record spelling errors I mark on work you submit. I will circle each spelling error I see. Next to each circle I will write SP or SP-WW (WW stands for Wrong Word). SP means the letters you've written do not spell an English word. SP-WW means that the word you've written is a legitimate English word, but it is not what your sentence requires. I will also note the total number of spelling errors I caught at the top of each assignment I return.

When I hand back a paper, check to see if I've marked spelling errors on it. If I have, use them to update your spelling correction sheet. Do so by writing each circled word in the Misspelling column. If a word is marked SP-WW, check off the WW column to its left. Write the word that should have appeared in your sentence in the Correct Spelling column. Finally, write the assignment number on which the error was made in the Assignment # column. If there is no assignment number (i.e. the paper is a Wrap-up), write W and the date in the Assignment # column (e.g. W 2-5). If you've misspelled the same word in the same way more than once on the same paper, you need enter it only one time on your Spelling Correction Sheet.

If you fill both sides of your Spelling Correction Sheet, you'll need to print another copy using the PDF file on the class web site. Its URL is <http://billchap.home.netcom.com/spelltrack.pdf>. After printing a fresh sheet, write your name on the line provided, add the next page number on the blank line set aside for that, and place the new sheet in the Communications section of your binder.

The spelling portion of your grade in this class will be calculated based on the completeness of your Spelling Correction Sheet, your ability to avoid misspelling the same word on multiple assignments, and how well you do on periodic spelling quizzes I'll give. I'll select words for the spelling quizzes from those I mark on submitted papers. You will find an up-to-date list of misspelled words at <http://billchap.home.netcom.com/spellingpage.htm>.

Sample Spelling Sheet Entries

WW	Misspelling	Correct Spelling	Assignment #
	engen	engine	W 2-5
	Febuary	February	3
	assingment	assignment	3
✓	cause	because	W 2-5
✓	have	halve	3
✓	right	write	3