

1)

## Determine Tense

- Tense is the voice you use to designate the time of the action.  
Go through your paper and circle all of your verbs, are they in the same tense?
  - Present tense: I am baking a cake.
  - Past tense: I baked a cake.
  - Future tense: I will bake a cake.
  - Read through and make sure all of your verbs are in the same tense

\*FYI: When you are referring to literature your tense will always be present.

EX: Mark Twain writes about Huck Finn and his adventures.

NOT: Mark Twain wrote about Huck Finn and his adventures.

## 2) Determine Point of View

- Point of view is the perspective from which you write an essay
- There are 3 points of view:
  - First person – “I, we”
  - Second person – “you”
  - Third person – “he, she, they”
- One of the most common errors in writing occurs when the writer shifts point of view unnecessarily.

Read through each paragraph and indicate which point of view that paragraph is written in.

3)

## Identify your pronouns

- A very common error
- Easy to correct
- Go through your paper and underline/highlight all of your pronouns
- Make sure all pronouns are clearly identified

**Unclear:** Einstein was a brilliant mathematician. This is how he was able to explain the universe.

**Clear:** Einstein, who was a brilliant mathematician, used his ability with numbers to explain the universe.

**Unclear:** Because Senator Martin is less interested in the environment than in economic development, he sometimes neglects it.

**Clear:** Because of his interest in economic development, Senator Martin sometimes neglects the environment.