Guidelines for Doing Theme Corrections

Please note: these directions are intended to be general guidelines for the process of responding fully to the teacher's evaluation of your completed, graded theme. They are not methods for revising a rough draft. Your teacher may ask that you do something different in order to correct a graded theme. In some cases, an entire theme may be rewritten as part of this process. Be sure to check with your teacher to ascertain whether some or all of these directions pertain to your class.

1. Theme corrections fall into three types, determined by the kind of error committed. Most graded themes will contain all three types of errors. These are as follows:

**Error Type S** - spelling errors - corrected by spelling the word correctly five times

**Error Type GDM** - grammar and/or diction and/or mechanics - corrected by rewriting the entire sentence correctly. Do not attempt to correct sentence-level errors by rewriting only parts of the sentence. Even single punctuation errors require that you rewrite the entire sentence. *Note* - your teacher may have corrected these errors in the process of grading your theme, but you must write out the entire sentence correctly in order to absorb the correct form

**Error Type CF** - content and/or format errors - correct these by acknowledging the material omitted, confused, in need of improvement, or the correct format for such things as outline, spacing, or citing of sources. Write a complete sentence for each acknowledgment. *Note* - content errors normally do not require rewriting parts of the theme. Your teacher may, however, ask that you do rewrite part or all of your theme.

2. Begin the correction process by numbering each error where it occurs on your actual theme. Use dark pencil or ink and circle the number so that it is easy to see. You may number the errors sequentially through the entire theme or begin afresh on each page.

3. On the back of the previous page, make the corrections. Number each correction to correspond with the numbered error. This way, the errors and the corrections can be read without turning a page.

4. Be sure that the entire theme is corrected, from the title page through the Work(s) Cited page.

5. Re-pledge your work and turn it in when required.

6. Be prepared to correct any errors that you may have introduced in the process of the first correction, or that you have not fully corrected.

7. Your teacher may ask you to have a parent sign and date the graded and corrected theme.

Example of GDM correction - lack of possessive case:

*Beowulfs thanes desert him in the battle with the dragon.*

Correction - (continued on next page)
You write: *Beowulf's thanes desert him in the battle with the dragon.*

Example of CF correction - nonstandard outline format:
You write: *I understand that correct outline format organizes entries I.A.1.a.i. in decreasing level of importance and indents each level five spaces beyond the previous one.*

Example of CF correction - lack of specific evidence:
You write: *I understand that this point is not adequately substantiated with specific evidence.*