# Technical Communication

THIRTEENTH EDITION

### John M. Lannon

Laura J. Gurak

### EDITING AND REVISION SYMBOLS

Symbol	Problem	page	Symbol	Problem	page
ab	wrong abbreviation	696	[]/	brackets	694
acr	unclear acronym	228	()/	parentheses	695
agrp	error in pronoun	683	/	dash	695
	agreement		/	ellipses	694
agrsv	error in subject-verb	682	ital	italics	695
	agreement		-/	hyphen	696
an	analogy needed	231	pref	needless preface	218
av	active voice needed	213	prep	needless preposition	220
bias	biased language	236	pv	passive voice needed	215
ca	wrong pronoun case	687	qual	needless qualifier	222
cap	capital letter needed	696	red	redundant phrase	217
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comb	combined sentences	223	rep	needless repetition	217
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coord	faulty coordination	685	sexist	sexist usage	237
CS	comma splice	682	short	short sentence needed	225
dgl	dangling modifier	683	simple	simpler word needed	226
euph	euphemism	228	sp	misspelled word	698
frag	sentence fragment	680	spec	specific word needed	230
it	faulty "it" sentence opener	218	stmod	stacked modifying nouns	212
jarg	needless jargon	227	sub	faulty subordination	686
mod	misplaced modifier	212	th	faulty "there" sent. opener	218
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offen	offensive language	237	trite	overused expression	228
05	overstuffed sentence	216	ts	faulty topic sentence	202
over	overstatement	229	var	sentence variety needed	225
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pct	faulty punctuation	687	WO	faulty word order	212
./	period	688	WV	weak verb	219
21	question mark	688	ww	wrong word	230
17	exclamation point	688	#	faulty numbering	697
;1	semicolon	688	91	new paragraph needed	201
:/	colon	689	91 coh	paragraph lacks coherence	203
,1	comma	689	¶ Ingth	paragraph too long	204
ap/	apostrophe	692		or short	
"/"	quotation marks	693	¶un	paragraph lacks unity	202

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## Technical Communication

John M. Lannon University of Massachusetts, Dartmouth

> Laura J. Gurak University of Minnesota

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