

Sample 1

An example of basic but important errors that need changing. The final decision to implement a change always rests with the student.

Feedback: Your biggest challenge is to decide what to do about your use of the second person “you” in an academic paper. It helps to be very conscious of avoiding second person while writing unless you absolutely intend to do so.

[Repeat and centre the title]

To invest in the employees that [Use "that" for animals, things, and sometimes collective or anonymous people; use "which" only for animals and things; and use "who" for people and animals with names.] work for your [For academic writing, avoid the use of second person such as " your" and use the third person instead, often "one/one's", or use a passive construction] company, whether it is with time, money or education [Add comma. Use a comma or commas to set off non-essential elements. This is the second comma required to set off the non-essential element.] is definitely an investment for you also. You [In formal papers, third person or the passive voice is preferred to the vague and generic use of second person “you”. However, if the directions given by your instructor or provided in the course module require second person, please follow that format.] [Other changes might be needed in both sentences to ensure they reads well.] [Final reminder. Please check the rest of your document carefully.] will reap the rewards of this opportunity to invest in your employee’s [This is a

plural possessive noun. The apostrophe belongs outside the "s".] education. An educated employee yields [If you implement this change, do not forget to change the verb →] higher productivity for the company they [Noun/pronoun agreement problem. Both the noun and pronoun need to be singular or plural.] represent. A writing workshop for your employee's [Delete the apostrophe. This is a plural noun, not a possessive noun.] will make them more of an asset to you and your company. [Rather use "an employer and the company"] It would be time well spent to prosper your company in due time. [Awkward phrasing. Please read this out loud and rewrite.]

Most employees feel validated in their job positions when education to enhance their professional career is offered. A writing workshop would enable the [Delete] employee [Plural noun required - be consistent] to communicate more effectively. This would be an assurance that [Rather use "also enable" - create strong active verbs where possible] the [Delete] employee [Plural noun required] [Last reminder] would also be able [Rather use "to"] minimize errors. [Add "Such"] Errors minimized [Invert], [Delete comma: never use a comma between a noun structure and a finite verb] can alleviate misunderstandings among employees in the workplace.