**Exam Corrections**

**L12 II Professional Writing**

Unfortunately, I cannot reply to all the e-mails I receive regarding the correction of the second-year professional writing exams. Below is a compendium of the most prevalent mistakes.

**Assignment**

You were asked to write a **one-day** (not multiple days) travel package. If you submitted a newsletter, you automatically failed the exam. **I did not ask for a letter of any type**. **I did not ask for a travel guide** with suggestions about what to do, see, etc. If you used the imperative or a modal verb expressing possibility (can, could, may, or might), this is usually incorrect in that this is a travel package not a guide. The question clearly asks you to write only the travel package.

**Visual Layout and Organization**

Your travel package should be organized and have a clear visual layout that allows the reader to understand how the day is structured, e.g., Morning, Afternoon, Evening. Headings are one appropriate way to do that.

**Copy and Paste**

The research provided was not meant to be copied word for word. You were supposed use the information to develop you package in your own words. If you copy and paste without citing the source, it is **plagiarism**! Any and all forms of plagiarism result in the immediate disqualification of your exam.

**Grammar, Syntax, Punctuation and Style**

Many students are still struggling with basic grammar, syntax and punctuation.