

The 4-Step Article Editing Process

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APPENDIX A: Student Handout

Rule 1

1. First, I want to talk about the independence.
2. As I got older, I realized that I should take the responsibility for myself.
3. Actually, the federal government doesn't regulate the education.
4. The 21st century is characterized by the freedom of choice, including job selection.*
5. My family went through a lot in the war and they are very satisfied with the life now.

Rule 2

1. Americans don't like to depend on the other people. They like to do the things by themselves.
2. Moreover, people advocate collectivism in China, which emphasizes the collective interests more than personal interests.
3. He has his own aim to solve the social problems.

Rule 3

For instance, students work hard for a high grades and finally their hard work pays off.

Rule 4

1. On the contrary, we can get experience from failures, and move forward for the better tomorrow.
2. When she was a child, her grandmother was a serious teacher in old-style private school.
3. I took TOEFL class and learned something about American culture before I came to this country, which was very helpful and necessary for me to study here.

Rule 5

1. I think it lays emphasis on abilities, which will enable them to solve problems in future.
2. My philosophy of life would be to stay focused on present.
3. Few years later, she got a high salary job in a textile mill and married a man who was a machinist.

Rule 6

1. This way is more efficient than Korean way to decide which students are accepted in each university.
2. Chinese parents put a lot of pressure on children to study because they think studying is only way to success.
3. In fact, I have participated in several international conferences as a staff member. One of them was Nuclear Security Summit, which was held in Seoul, Korea.
4. For example, representatives express their opinions in English at UN because the official language is English. For these reasons, no one can avoid English in global era.
5. I will go to Golden Gate Bridge, Disneyland, and Universal Studios.

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Rule 7

Every Mid-Autumn Festival, families usually get together to enjoy moon cakes. If someone is too far away to return, the rest of family members enjoy the full moon at night and call relatives to extend greetings.

Rule 8

1. Dream is whatever you want to hope for; no one can stop you from having dream.
2. Therefore, as the saying goes, parents are child's first teacher.
3. This is shortcoming of Chinese education.
4. It is good opportunity for me to experience American culture as a member of family.
5. John is born to be leader.
6. Daily routine starts with ballet at 8am, and then I take classes and study English.

Rule 9

1. As an international student, I have only lived five months in USA.
2. I will talk about cultural differences between Czech Republic and Korea.
3. I read some history books about People's Republic of China as well as some specific articles about Beijing.

APPENDIX B: *Teacher Cheat Sheet*

Rule 1: For abstract nouns or concepts, no article is used.

1. First, I want to talk about ~~the~~ independence.
2. As I got older, I realized that I should take ~~the~~ responsibility for myself.
3. Actually, the federal government doesn't regulate ~~the~~ education.
4. The 21st century is characterized by ~~the~~ freedom of choice, including job selection.
*NOTE: Having *the* here is also correct, though the meaning of the sentence changes. The difference could make for an interesting discussion, if appropriate for the class.
5. My family went through a lot in the war, and they are very satisfied with ~~the~~ life now.

Rule 2: For nonspecific plural nouns, no article is used.

1. Americans don't like to depend on ~~the~~ other people. They like to do the things by themselves.
2. Moreover, people advocate collectivism in China, which emphasizes ~~the~~ collective interests more than personal interests.
3. He has his own aim to solve ~~the~~ social problems.

Rule 3: For plural nouns, do not use a.

1. For instance, students work hard for a high grades and finally their hard work pays off.

Rule 4: For a nonspecific member of a category or group, use the indefinite article *a* or *an*.

1. On the contrary, we can get experience from failures, and move forward for ~~the~~ a better tomorrow. (category: days in the future)
2. When she was a child, her grandmother was a serious teacher in an old-style private school. (category: schools)
3. I took a TOEFL class and learned something about American culture before I came to this country, which was very helpful and necessary for me to study here. (category: classes)

Rule 5: For certain time expressions, an article is required: in the morning, in the afternoon, in the evening, during the night, during the day, the day before yesterday, the day after tomorrow, the fall, the summer. For other time expressions, no article is used: at night, at noon, at midnight, all day, all night, all month, every month, every year, last night, last Friday, yesterday, tomorrow. Finally, there are some expressions that can take both *a/an* and *the*: a/the whole day, a/the whole month, an/the entire year, an/the entire decade.

1. I think it lays emphasis on abilities, which will enable them to solve problems in the future.
2. My philosophy of life would be to stay focused on the present.
3. A few years later, she got a high salary job in a textile mill and married a man who was a machinist.

Rule 6: When an adjective makes a singular, countable noun specific, use the definite article *the*.

1. This way is more efficient than the Korean way to decide which students are accepted in each university.

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2. Chinese parents put a lot of pressure on children to study because they think studying is the only way to success.
3. In fact, I have participated in several international conferences as a staff member. One of them was the Nuclear Security Summit, which was held in Seoul, Korea.
4. For example, representatives express their opinions in English at the UN because the official language is English. For these reasons, no one can avoid English in the global era.
5. I will go to the Golden Gate Bridge, Disneyland, and Universal Studios.

Rule 7: When a noun has been previously mentioned, *the* must be used.

Every Mid-Autumn Festival, families usually get together to enjoy moon cakes. If someone is too far away to return, the rest of the family members enjoy the full moon at night and call relatives to extend greetings.

Rule 8: Singular, countable nouns require an article or determiner.

1. A dream is whatever you want to hope for; no one can stop you from having a dream.
2. Therefore, as the saying goes, parents are a child's first teacher.
3. This is a/the shortcoming of Chinese education.
4. It is a good opportunity for me to experience American culture as a member of a family.
5. John is born to be a leader.
6. The/my daily routine starts with ballet at 8am, and then I take classes and study English.

Rule 9: For countries whose names are plural in form, or countries that include the words *states, kingdom or republic*, use *the*.

1. As an international student, I have only lived 5 months in the USA.
2. I will talk about cultural differences between the Czech Republic and Korea.
3. I read some history books about the People's Republic of China as well as some specific articles about Beijing.

APPENDIX C: *The 4-Step Article Editing Process and Practice*

The 4-Step Article Editing Process

1. In your Word document, search for *the* using [CTRL + F] or the *search in document* feature and decide if you need to make any corrections.
2. Search for *a* using [CTRL + F] and make necessary corrections.
3. Search for *an* using [CTRL + F] and make necessary corrections.
4. Finally, after searching for and making corrections with the articles you can see, you may now need to add missing articles. Underline or highlight the nouns in the text and ask yourself the following questions:
 1. **Is the noun singular and countable?**
If so, you must choose either *a*, *an*, or *the*. Use *a* or *an* when there are many possibilities for that noun. For example, in "Parents are a child's first teacher," *a child* refers to one of many possible children. By contrast, in "I'm going to the Golden Gate Bridge," *the* is required because it refers to a specific bridge.
 2. **Is the noun plural?**
If so, you must decide if it is a general group or category of that noun as in "I like books." For a specific group or a group of items previously mentioned, use *the* as in "I like the books that I bought yesterday."
 3. **Is the noun a general concept or idea?**
If so, no article is used, as in "Success is very important to me."
 4. **Is the noun preceded by an adjective?**
If so, the noun may require *the* when the adjective makes it specific.

Article Editing Practice

Using the 4-step article editing process, find and correct the article errors in the following paragraph.

The third point is differences between the grading systems in our countries. In Ukraine the grading system ranges from twelve to one. From twelve to ten is excellent (from 100% to 83%), from nine to seven is good (from 80% to 58%), and from six to four is average (from 50% to 33%). The lowest passing grade one can get on final exam is four. That means even though I am not good student I passed my exam. As a medical student, that means that in future I will be able to work as a nurse in clinic. In USA it is totally different. When a Ukrainian student studying in US gets 60% on test, she may think that her grade is not that bad. But when looking at the grading criteria, she will be shocked. This 60% is not considered passing grade, which means she has failed her test! Therefore this student will not be able to practice in the clinic. In US, the best grade a student can get is "A," or 92–100%, while the worst passing grade is "C," 72–79%. In some universities students must have 80% to pass. However, I think that the U.S. grading system is a good because clinics and hospitals will be sure that they have good specialists for the specific area.