**How to use the correction process**

Step-1 **My mistake:**

Write the group of words or sentence in which you made a mistake.

Step-2 **Type of error:**

Identify which type of error it is, based on the Writing Errors Guide.

Step-3 **Why is it a mistake?**

Using a dictionary, your notes or a grammar book, explain your mistake by writing the rule or the reference concerning it.

Step-4 **My correction:**

Rewrite the corrected word or sentence.

**ORDER OF TRANSCRIPTION**

1. Fill in your correction process sheet.

2. Fill in your Summary of mistakes sheet.

3. Calculate your mistakes according to each category.

4. Identify the category in which you have the most mistakes.

5. Compile and compare your results after 3 written productions.