

**Clave de símbolos de redacción****SIP/201/202****Serpas**

- |                          |   |
|--------------------------|---|
| 1. A – tilde             | accent mark is needed over the indicated syllable                   |
| 2. O – no tilde          | no accent mark is needed  |
| 3. N- plural/singular    | the plural or singular version is needed                            |
| 4. G- género             | change in gender is needed  |
| 5. F- idea general       | you have the general idea but the version of the term is wrong      |
| 6. V- algo falta         | a word (or more) is missing depending on the bar (s) over the V     |
| 7. Or- ortografía        | need to check the spelling  |
| 8. MP- mejor palabra     | a better word is needed   |
| 9. I- infinitivo         | the infinitive of the verb is needed (comer, hablar, escribir)      |
| 10. PREP- preposición    | a preposition is needed (a, en, para, por, de, con, etc.)           |
| 11. VB - verbo           | you need a verb   |
| 12. VBC- conjugación     | the verb needs to be conjugated properly                            |
| 13. VBT- tiempo          | a different verb tense is needed                                    |
| 14. VBA- aspecto         | a different verb aspect is needed (preterit or imperfect)           |
| 15. VBM- modo            | the indicative or the subjunctive is needed                         |
| 16. ARD – artículo       | a definite article is needed (el, los, la, las)                     |
| 17. ARI – artículo       | an indefinite article is needed (un, unos, una, unas)               |
| 18. PROD –pronombre      | a direct obj. pronoun is needed (me, te, lo, la, nos, los, las)     |
| 19. PROI – pronombre     | an indirect Obj. is needed (me, te, le (se), nos, les (se))         |
| 20. PROR –pronombre      | a reflexive pronoun is needed (me, te, se, nos, se)                 |
| 21. X – borrar           | get rid of the word   |
| 22. ING – inglés         | need to change the English word to Spanish                          |
| 23. OK- error            | my mistake, your word is correct                                    |
| 24. “ ” -                | English term that cannot be translated (write with quotation marks) |
| 25. flecha -             | arrow indicates the new position of word                            |
| 26. ( ) -                | a new sentence is needed  |
| 27. .?                   | the meaning is not clear, need to add more or write different words |
| 28. M –mayus/minus       | an upper case or lower case letter is needed                        |
| 29. Preposiciones útiles | If in English you use “IN, ON or AT”, in Spanish you use “EN”       |