Mark My Words is a toolbar for *Microsoft Word* that helps instructors provide useful feedback on students' written assignments so that students are directed to detailed online resources.

Download Mark My Words from:
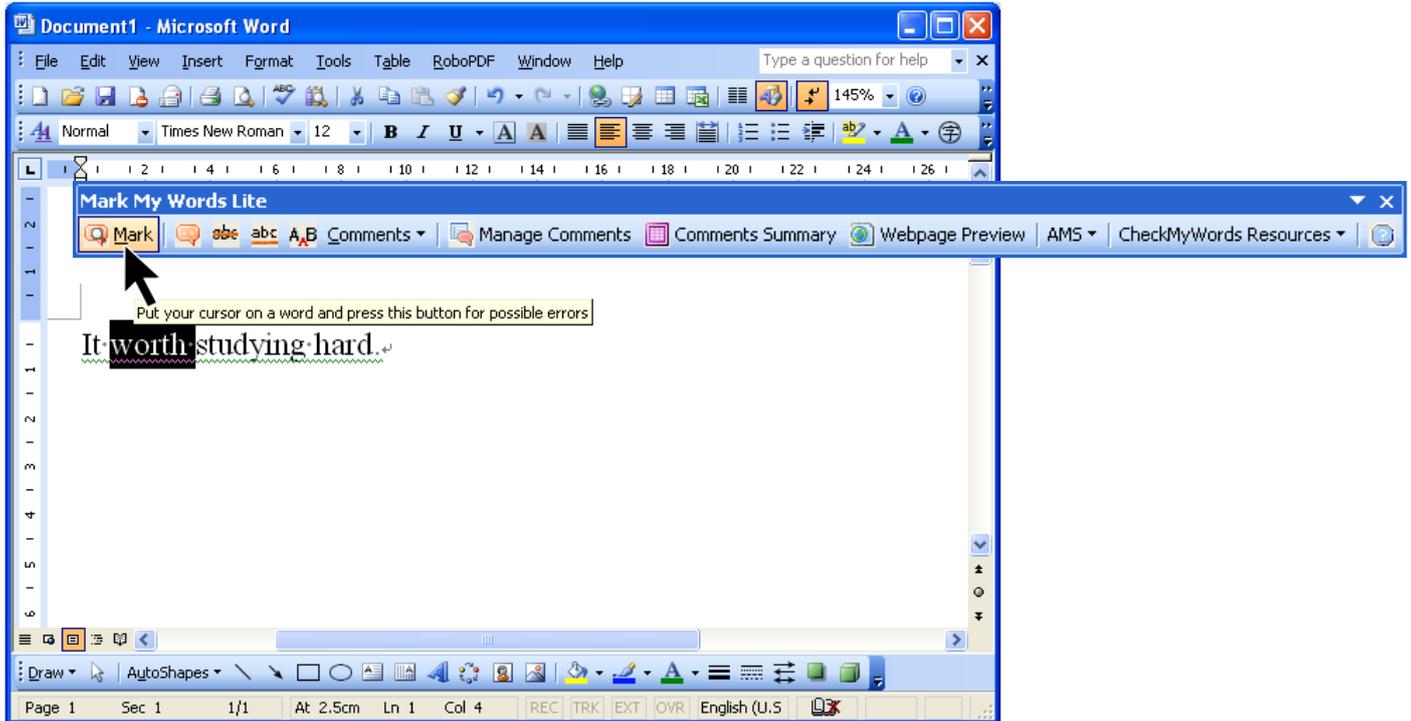**http://mywords.ust.hk/mmw/**

Inserting Comments

To comment on a written assignment, highlight a word or structure and press the button to indicate the lexical or grammatical error with the word(s).
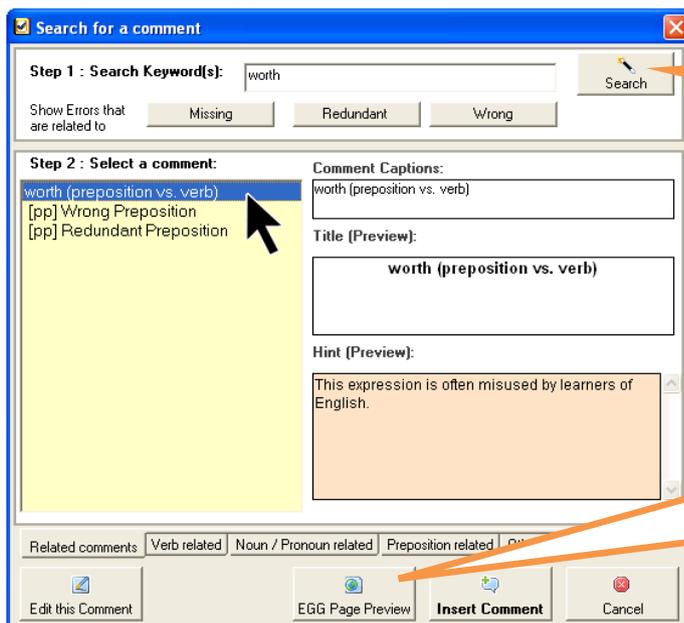
Step 1.

Press the **Mark** button to check for common errors:

Step 2.

Click the appropriate error type to insert comments and links to appropriate explanations or examples of correct usage.
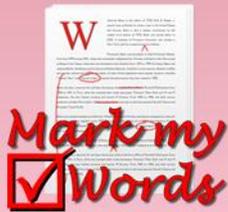

You can also search for an appropriate comment to insert in the written text.

By clicking on the button, you can preview explanations of the error in the *English Grammar Guide (EGG)*.
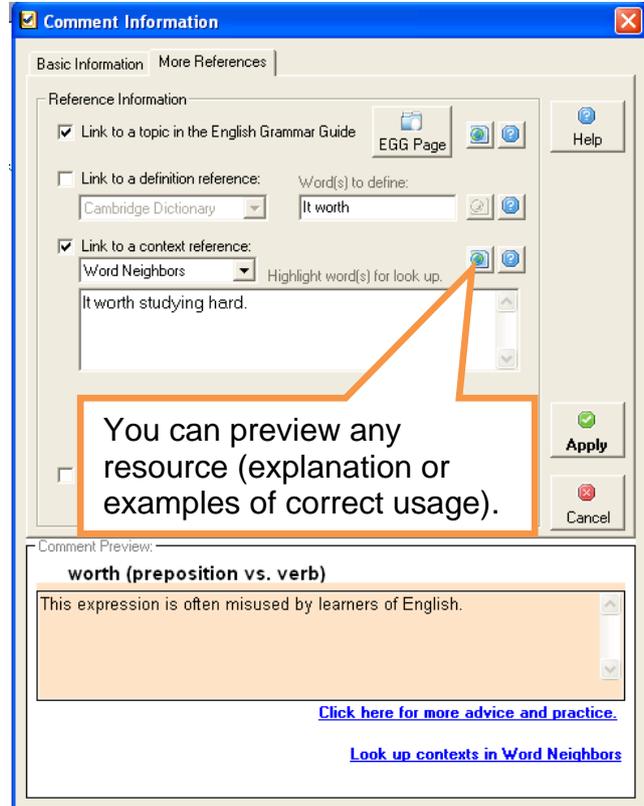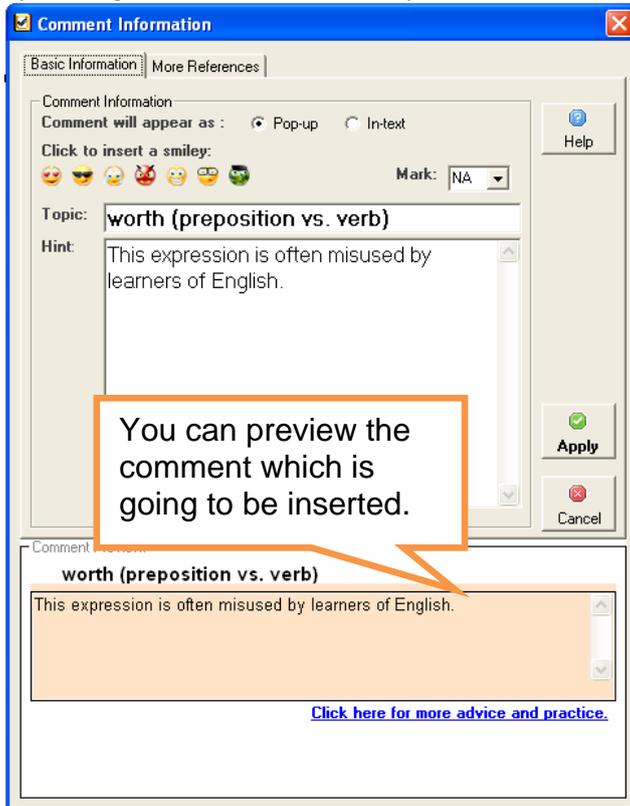
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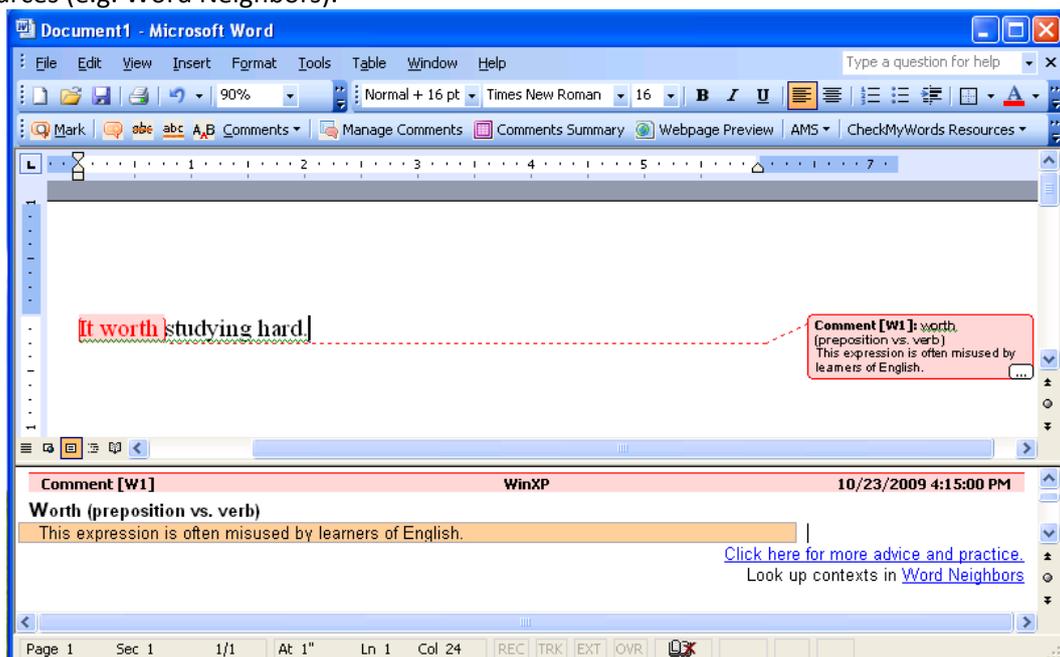
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Step 3. (Optional)

By clicking on the [Edit this Comment] button, you can edit the text in this comment.

Comment Information — Basic Information tab

Comment Information
Comment will appear as: ● Pop-up ○ In-text
Click to insert a smiley:
Mark: NA

Topic: worth (preposition vs. verb)
Hint: This expression is often misused by learners of English.

> You can preview the comment which is going to be inserted.

Comment Preview:
worth (preposition vs. verb)
This expression is often misused by learners of English.
Click here for more advice and practice.

Comment Information — More References tab

Reference Information
☑ Link to a topic in the English Grammar Guide   EGG Page
☐ Link to a definition reference: Word(s) to define:
   Cambridge Dictionary   It worth
☑ Link to a context reference:
   Word Neighbors   Highlight word(s) for look up.
   It worth studying hard.

> You can preview any resource (explanation or examples of correct usage).

Comment Preview:
worth (preposition vs. verb)
This expression is often misused by learners of English.
Click here for more advice and practice.
Look up contexts in Word Neighbors

Step 4.

After clicking the **Apply** button, the comment bubble is automatically inserted in the written text, along with links to suggested resources (e.g. Word Neighbors).

It worth studying hard.

Comment [W1]: worth (preposition vs. verb) This expression is often misused by learners of English.

Comment [W1]   WinXP   10/23/2009 4:15:00 PM
Worth (preposition vs. verb)
This expression is often misused by learners of English.
Click here for more advice and practice.
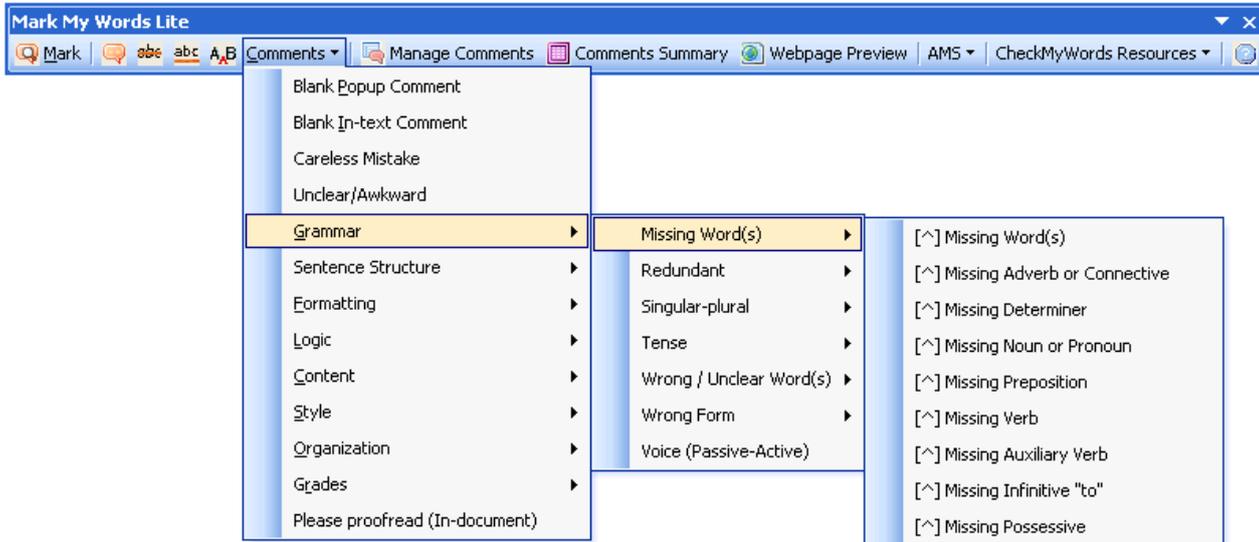Look up contexts in Word Neighbors

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Download Mark My Words from:
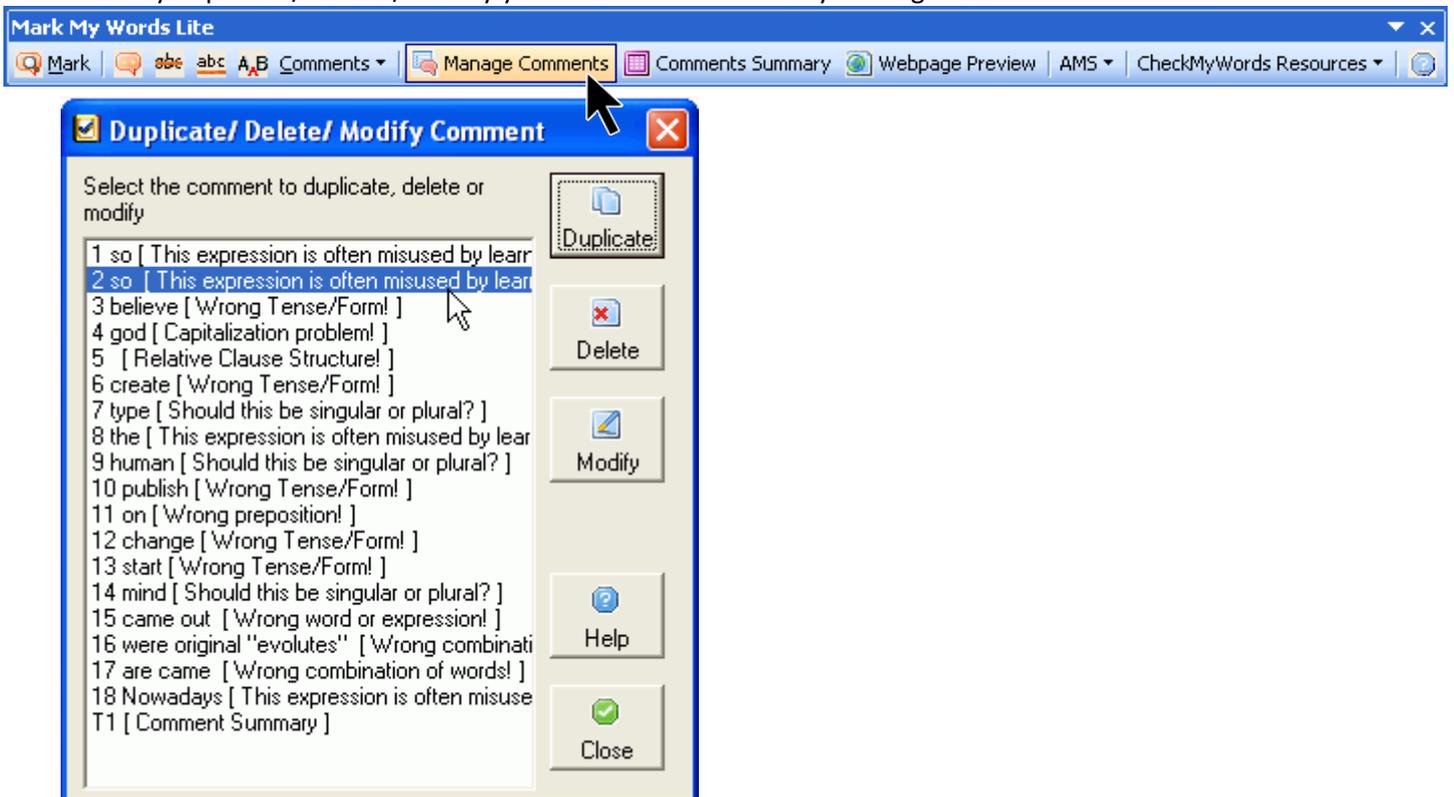
http://mywords.ust.hk/mmw/

Alternative way to insert comments

You can insert comments and examples of correct usage directly selected from the toolbar. There are over 200 comments available.
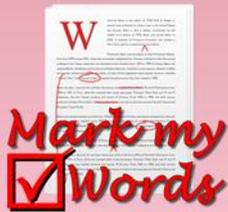

Manage Comments

You can easily duplicate / delete / modify your inserted comments by clicking the **Manage Comments** button.

Mark My Words is a toolbar for *Microsoft Word* that helps instructors provide useful feedback on students' written assignments so that students are directed to detailed online resources.

Download Mark My Words from:

http://mywords.ust.hk/mmw/

Generating Comment Summary

Step 1.

After you have inserted comments in a student's assignment, you can generate a summary of comments and associated marks (including running totals) by clicking the [⊞ Comments Summary] button.

Step 2.

A log table like the following will be generated.

This can act as a reminder of the student's common errors and may help you assign a mark.

Comment Summary

Description	Category	Instances	References	Value	Running Total
Tense Error	Tense	5	[Vivving3] [Vivving6] [Vivving10] [JM12] [Vivving13]	-1 -1 -1 - -1	-4
Singular-Plural Form	Singular-plural	3	[Vivving7] [JM9] [Vivving14]	-1 - -1	-6
		2	[Vivving1] [Vivving2]	-1 -1	-8
Wrong Collocation	Wrong / Unclear Word(s)	2	[Vivving16] [Vivving17]	-1 -1	-10
Capitalization	Formatting	1	[JM4]	-	-10
Relative Clause Structure.	Missing Word(s)	1	[JM5]	-	-10
		1	[JM8]	-	-10
Wrong Preposition	Wrong / Unclear Word(s)	1	[Vivving11]	-1	-11
Wrong Word or Expression	Wrong / Unclear Word(s)	1	[Vivving15]	-1	-12
		1	[JM18]	-	-12

Any scores in this table (under VALUE and RUNNING TOTAL) are for your information.

Your teacher may or may not use these scores in calculating your final grade for this assignment.

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Web page preview

You can use this "Save as Web page and Preview" function to preview your comments in a web page. This is the best way for students to review your comments.

Your comments will be highlighted as a link: when the student 'mouses over' the link, a popup will display your comment and links to further explanations and examples of correct usage.

Useful resources are available in the toolbar to help you to look up different types of English usage and definitions. This is the same set of resources as in **Check My Words**.