Introduction to Proofreading

Aim

- To understand the purpose of proofreading.

Success Criteria

- To identify spelling mistakes in a text.
- To identify capital letters in a text.
- To identify apostrophes for contraction in a text.

What is Proofreading?

Proofreading is reading work that you have written to look for spelling or grammatical errors. When you find errors, there are specific marks to use in order to identify the type of error it is.

Sometimes when we are writing, we are working quickly or we are so engaged in what we are writing that it is easy to make mistakes. Common mistakes are forgetting capital letters, missing an end mark, forgetting an apostrophe or forgetting to use paragraphs.

What is Proofreading?

The symbols we use are called 'editing marks'. A different editing mark is used for each type of error in our writing. Have a look at these editing marks. Which do you think you would see the most in your writing?

Editing Marks

Capital Letter	|||
Lower case letter	/
Add end marks	. ? !
Spelling mistake	⬭
Add a word	^
Doesn't make sense	_____
New paragraph	[ ]
Add a space	#
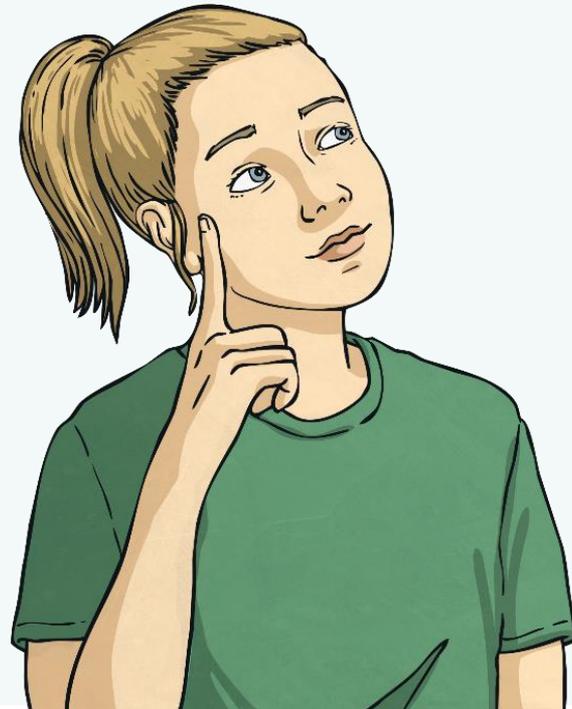
What is Proofreading?
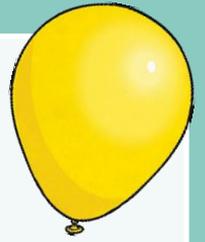
When we proofread our writing, we use symbols to identify the type of mistake.

> rashida feets happy its her Birthday after school all of her are coming to her house for a party

When you proofread your work, place the symbols above the writing.

> ¦¦¦   /   ◯.¦¦¦
> rashida feels happy because it's her Birthday after school all of her are
>
>   ⓘ
> coming to her house for a party

After you have proofread your work, re-write the sentence correctly.

> Rashida feels happy because it's her birthday. After school all of her friends are coming to her house for a party!

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Proofread This Sentence

i road my bik up the highest hill in the town with my frends we could see the hole toun we kood see my house witch is next to a parc

i road my bik up the highest hill in the town with my frends we could see

the hole toun we kood see my house witch is next to a parc

Now, rewrite the sentences correctly.

I rode my bike up the highest hill in the town with my friends. We could see the whole town. We could see my house which is next to a park.

Proofread This Sentence

wake up you're going to be late for school

wake up you're gonna be lait for school

wait don't run across the road

wait don't run across the road

Why Do We Proofread?

We proofread our work because when we are engaged in our writing, it is easy to make errors. Errors in our writing make it difficult for others to read. Therefore, proofreading our writing both makes it easier for others to read but also makes it the best writing it can be!

Post Learning Discussion

- What is proofreading?
- What are the symbols used for proofreading called?
- What do we use to mark an incorrect capital letter?
- Why do we proofread our writing?