

Easy Editing and Proofreading

**Editing and proofreading for students who have
little or no experience of English.**



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Editing/Proofreading Terms

adjective:

a describing word, *e.g. the tall tree.*

adverb:

a word that tells something about a verb, *e.g. Jack ran quickly.*

apostrophe:

used to show possession, *e.g. Lilly's bag* or to show that a letter has been left out of a word, *e.g. I'm going.*

comma:

a punctuation mark used to show a pause in a sentence or to separate groups of things, *e.g. apples, plums and pears.*

conjunction/connective:

a word that joins two parts of a sentence, *e.g. I ate my apple because I was hungry.*

exclamation mark:

a punctuation mark used to show strong feelings, *e.g. Wow!* or a command, *Fire! Get out!*

full stop:

a punctuation mark used to show the sentence has ended.

noun:

a word used to refer to people, places and things, *e.g. Lilly, Australia, a bird.*

noun group:

an adjective and noun written together, *e.g. the big, old house.*

phrase:

a group of words without a verb, *e.g. at the park.*

preposition:

a word that shows time or

place, *e.g. in, under, on.*

pronoun:

a word used in place of a noun, *e.g. he, she, they.*

question mark:

a punctuation mark used to show a question is being asked, *e.g. Is it raining?*

quotation marks (speech marks):

punctuation marks used to show that someone is speaking, *e.g. "Can you swim?"*

sentence:

a group of words that form a statement, question, comment or exclamation, *e.g. The dog ran to the boy.*

tense:

tells the reader whether a verb is past, present or future, *e.g. I ran, I run, I will run.*

text:

written words.

verb:

a word that tells the reader what is happening.

action verbs, *e.g. She ran up the hill.*

thinking and feeling verbs, *e.g. James likes soup.*

saying verbs, *e.g. "Time for bed," mum said quietly.*

relating verbs, *e.g. Kangaroos are marsupials.*

viewing:

looking at and understanding a visual text, *e.g. an illustration, a photo or a diagram.*

Spell Check Activity 1

These exercises contain spelling errors only.

The spelling error in each sentence is underlined. Can you write the correct spelling on top?

- a. I can see the moone at night.
- b. There is a big dogg in the yard.
- c. Where is ther book?
- d. My horse has a red roof.
- e. The hair and the tortoise had a race.
- f. This is mye bag.
- g. It's rayning today.
- h. She has bloo eyes.
- i. Can you paly football?
- j. I hurt my big tow.



At the Beach

Read the recount At the Beach from the start to the end before you check for errors.

Last saturday my family goed to the beach. It was a very hot day. First we had a swim. I didn't swim in the deep water. Dad said to between the flags. That's the safest place to swim. Then we all went for a walk We went to the rokk pools. I saw little fish and tim shells and small crabs. I had a fun day at the beech.

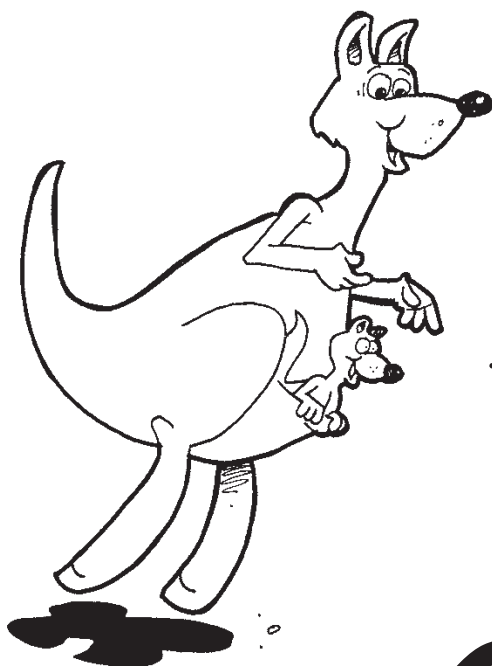


Read At the Beach again.

- Find two punctuation errors and circle them in red. Write the correct punctuation on top.
- Find two words that are not used correctly and circle them in blue. Write the correct words on top.
- Find two spelling errors and circle them in black. Write the correct spellings on top.

Kangaroo

Read the poem Kangaroo from the start to the end before you check for errors.



Jump, jump, jumpe

Like a kangaroo

I saw only wun

But now, there's two.

Theres a mother and a joey

With his head popping out

He hold tight in the Pouch

While his mother jumps about.

Read Kangaroo again.

- Find two punctuation errors and circle them in red. Write the correct punctuation on top.
- Find two words that are not used correctly and circle them in blue. Write the correct words on top.
- Find two spelling errors and circle them in black. Write the correct spellings on top.

Humpback Highway

Read the information report Humpback Highway from the start to the end before you check for errors.

The humpback whale is a large, ocean mammal. Humpback whales is found all over the world They range in colour from almost whit to grey and black.

They can weigh up to 40 tonnes and they can grows up to 16 metres long.

Between August and october they leave Antarctica and swim up the east and west coast ov Australia.

They mate and have their calves in the warm water. A calf weighs about 15 tonnes and is up to 1.5 metres long. It drink up to 250 litres of milk a day

They are called humpbacks because when they are getting ready to dive they bend their back and it looks like a hump.

For a long time humpbacks were hunted. Now they are protected. Only a few countries will not stop killing them.



Read Humpback Highway again.

- Find three punctuation errors, circle them in red and correct them.
- Find three words that are not used correctly, circle them in blue and correct them.
- Find three spelling errors and circle them in black. Write the correct spellings here:

• _____ • _____ • _____

A Book Review: The Magic Finger

Activity

Read Sophie's book review The Magic Finger from the start to the end before you check for errors.

The Magic Finger by Roald Dahl is an interesting and funny book about a girl who can do something special.

The main character is an eight year old girl. When she sees something that is mean or hurtful she uses her magic finger. Her finger tingles and she points him and then something happens!

When Mr Gregg and his sons shoot ducks, she is upset and uses her magic finger. What happens next will amaze you

The Magic Finger are funny and interesting and I think it's a great book. I gave it 10/10.



Read The Magic Finger again.

- Find three punctuation errors, circle them in red and correct them.
- Find three words that are not used correctly, circle them in blue and correct them.
- Find three spelling errors and circle them in black. Write the correct spellings here:

• _____ • _____ • _____