

Editing and Proofreading Your Work

SENTENCES:

- Sentences begin with a CAPITAL LETTER
- Proper nouns begin with a CAPITAL LETTER
 - Nothing else begins with a capital letter!
- Complete sentences - **you must read your own work to see if you have complete sentences:**
 - A sentence is one complete thought.
 - If your sentences runs on and on, it probably has more than one thought and you need to divide it up into more sentences.
- SPELLING MIX-UPS: their -- they're -- there :: your -- you're

PUNCTUATION:

- Every sentences ends in a punctuation mark (. ! ?)
- Use commas to separate items in a list, or to separate two independent clauses:
 - Two independent clauses are separated by a comma and a coordinating conjunction (and, but, or, nor)
 - A semicolon (;) can substitute for a comma and a coordinating conjunction

APOSTROPHES:

- Are used to replace missing letters (like in a contraction -- isn't)
- Are used to indicate possession (Mark's bat)
 - Go inside quotation marks -- apostrophe, punctuation, close quote (...the kids'.")
 - Possession in words ending in "s" (Chris' hat)
 - Plural possessive (girls' room)

QUOTATION MARKS:

- Punctuation (, . ! ?) go inside the closed quotation mark
- Quotes inside a sentence: the end of the quote must contain a comma ("Blah, blah, blah," said the blob.)

THE FLOW OF IT ALL:

- HABIT: YOU MUST RE-READ YOUR WORK!
 - After you've corrected punctuation and spelling mistakes go back and **read your work!**
 - Does it make sense?
 - It helps to read your work aloud sometimes and pretend you're a stranger - does it make sense?
 - Paragraphs - do you have any? Do they work? A paragraph has a group of thoughts - like a basket. :) Do all your thoughts belong in that basket, or do they need to be in another basket.

IF YOUR STORY/WORK/NARRATION NEEDS TO BE REWORKED:

- Print it double spaced.
- Cut every sentence apart.
- Rearrange individual sentences.
- Think of paragraphs like baskets - group similar sentences together in one basket/paragraph.
- You may need to add some sentences to help some paragraphs make sense.
- Re-print and re-read! :)

PROOFREAD YOUR WORK BEFORE YOU TURN IT IN TO ME!!!!

Editing and Proofreading Quick Checklist

SENTENCES:

- Capital letters
- Sentence - one complete thought
- Run-on sentences
- Spelling mix-ups

PUNCTUATION:

- Every sentences ends in punctuation
- Commas separate items in list
- Independent clauses connected by comma/coordinating conjunction (, and)
- Independent clauses connected by semicolon

APOSTROPHES:

- Replace missing letters (contraction -- isn't)
- Indicate possession (Mark's bat)
- Inside quotation marks (...the kids'.")
- Possession - word ends in "s" (Chris')
- Plural possessive (girls' room)

QUOTATION MARKS:

- Punctuation goes inside
- Comma to set off quotes in a sentence

THE FLOW OF IT ALL:

- RE-READ YOUR WORK
- Does it make sense?
- Check your paragraphs

IF YOUR STORY/WORK/NARRATION NEEDS TO BE REWORKED:

- Print the story double-spaced
- Cut every sentence apart
- Rearrange sentences
- Group sentences into piles (paragraphs)
- Do you need to add some sentences?
- Make corrections on paper
- Re-print and re-read!

PROOFREAD YOUR WORK BEFORE YOU TURN IT IN TO ME!!!!