

EDITOR'S CHEAT SHEET

Writing Rules for Smart Proofreaders

1. CAPITAL LETTERS

Use a **capital letter**:

- ✓ At the **beginning of a sentence**

We went camping.

- ✓ For **names**

Sam, Mia, Miss Green

- ✓ For the word **I**

I like camping.

2. FULL STOPS (.)

Use a **full stop** at the **end of a sentence**.

- ✓ *The rain started.*

3. QUESTION MARKS (?)

Use a **question mark** when **asking a question**.

- ✓ *Where is Jack?*

4. EXCLAMATION MARKS (!)

Use an **exclamation mark** for:

- excitement
- surprise
- strong feelings

- ✓ *Wow!*

- ✓ *Look out!*

5. Speech Marks (“ ”)

Use **speech marks** when **someone is talking**.

- ✓ *“I am cold,” said Mia.*

Remember:

- ✓ Speech begins with a **capital letter**
- ✓ Full stops, question marks and exclamation marks go **inside** speech marks

6. COMMAS (,)

Use **commas**:

In a list

- ✓ *We packed food, clothes, and sleeping bags.*

After opening words or time words

- ✓ *Suddenly, the lights went out.*

7. APOSTROPHES (')

Use **apostrophes**:

For short forms

- ✓ *don't = do not*

To show belonging

- ✓ *Sam's backpack*

8. SPELLING CHECK

Look carefully for:

- ✓ missing letters
- ✓ mixed-up letters
- ✓ tricky words

Examples:

✗ *becuase*

- ✓ *because*

✓ PROOFREADER CHECKLIST

Before you finish, check:

- Capital letters
- End punctuation
- Question marks
- Speech marks
- Commas
- Apostrophes
- Spelling

★ **Top Editor Tip: Great editors always read their work twice!**

Volcano Rescue - Spot the Mistakes!

Level 1

Beginner Editor

THE VOLCANO CAMP

Corrected Version

Last Thursday our class visited the mountain camp. It was hot and dusty.

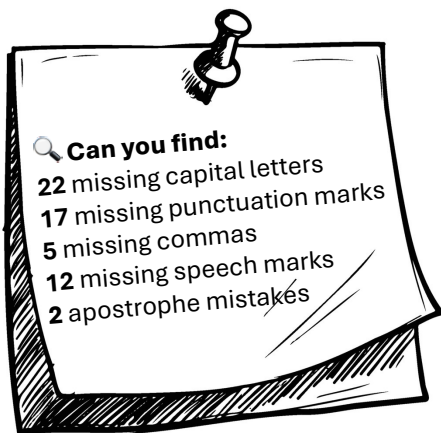
“Wow!” shouted Anna when she saw smoke above the volcano. “I can’t believe that!” Mr Green told the children to stay together, but Josh and Eva walked near the rocks. “Look at that dark cloud!” yelled Eva. Suddenly, the ground shook and everyone looked worried.

Volcano Rescue - Spot the Mistakes! - Level 2

★★ Junior Proofreader

INSTRUCTIONS:

- Read the story carefully.
- Correct the mistakes and add the missing:
 - Capital letters
 - End punctuation marks
 - Commas
 - Speech marks
 - Apostrophes
- Then continue the story at the bottom of the page.



THE WARNING

last thursday our class visited the mountain camp it was hot and dusty wow shouted anna when she saw smoke above the volcano i cant believe that mr green told the children to stay together but josh and eva walked near the rocks look at that dark cloud yelled eva suddenly the ground shook and everyone looked worried

a loud siren sounded near the camp where is that noise coming from asked josh nervously dont panic replied anna as they looked toward the volcano suddenly ash began falling from the sky what was that whispered eva several teachers hurried toward the buses and people stepped back

Continue the story: Where was the ash coming from?

Volcano Rescue - Spot the Mistakes!

Level 2

Junior Proofreader

THE WARNING

Corrected Version

Last Thursday our class visited the mountain camp. It was hot and dusty.

“Wow!” shouted Anna when she saw smoke above the volcano. “I can’t believe that!” Mr Green told the children to stay together, but Josh and Eva walked near the rocks. “Look at that dark cloud!” yelled Eva. Suddenly, the ground shook and everyone looked worried.

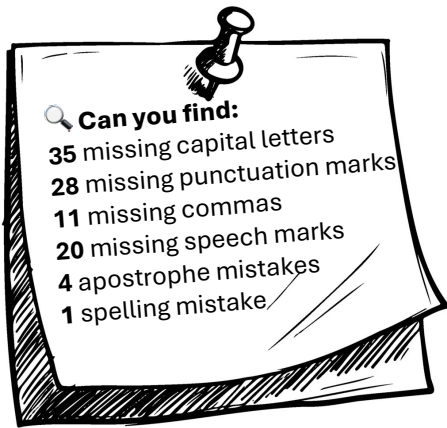
A loud siren sounded near the camp. “Where is that noise coming from?” asked Josh nervously. “Don’t panic,” replied Anna as they looked toward the volcano. Suddenly, ash began falling from the sky. “What was that?” whispered Eva. Several teachers hurried toward the buses, and people stepped back.

Volcano Rescue - Spot the Mistakes! - Level 3

★★★ *Master Editor*

INSTRUCTIONS:

- Read the story carefully.
- Correct the mistakes and add the missing:
 - Capital letters
 - End punctuation marks
 - Commas
 - Speech marks
 - Apostrophes
 - Spelling mistakes
- Then continue the story on page 2.



THE RESCUE SIGNAL

last thursday our class visited the mountain camp it was hot and dusty wow shouted anna when she saw smoke above the volcano i cant believe that mr green told the children to stay together but josh and eva walked near the rocks look at that dark cloud yelled eva suddenly the ground shook and everyone looked worried

a loud siren sounded near the camp where is that noise coming from asked josh nervously dont panic replied anna as they looked toward the volcano suddenly ash began falling from the sky what was that whispered eva several teachers hurried toward the buses and people stepped back anna and josh followed the crowd while the others waited nearby i dont like this whispered eva over there shouted josh as he pointed toward a rocky hill beside the volcano inside the smoke they noticed broken signs deep footprints and a flashing light whose bag is this asked anna sudenly they heard a voice calling for help its coming from the hill shouted eva a strong wind blew across the camp and everyone froze

Continue the story on page 2: Who was calling for help?

Volcano Rescue - Spot the Mistakes!

Level 3

Master Editor

THE RESCUE SIGNAL

Corrected Version

Last Thursday our class visited the mountain camp. It was hot and dusty.

“Wow!” shouted Anna when she saw smoke above the volcano. “I can’t believe that!” Mr Green told the children to stay together, but Josh and Eva walked near the rocks. “Look at that dark cloud!” yelled Eva. Suddenly, the ground shook and everyone looked worried.

A loud siren sounded near the camp. “Where is that noise coming from?” asked Josh nervously. “Don’t panic,” replied Anna as they looked toward the volcano. Suddenly, ash began falling from the sky. “What was that?” whispered Eva. Several teachers hurried toward the buses, and people stepped back.

Anna and Josh followed the crowd while the others waited nearby. “I don’t like this,” whispered Eva. “Over there!” shouted Josh as he pointed toward a rocky hill beside the volcano. Inside the smoke, they noticed broken signs, deep footprints, and a flashing light. “Whose bag is this?” asked Anna. Suddenly, they heard a voice calling for help. “It’s coming from the hill!” shouted Eva. A strong wind blew across the camp, and everyone froze.