

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!**

School Trip - Spot the Mistakes!

Level 1

Beginner Editor

THE SCHOOL TRIP

Corrected Version

Yesterday our class went on a school trip to the science museum. It was a very long bus ride. “Wow!” shouted Ben when he saw the giant dinosaur skeleton. “I want to take a picture!” Miss Jones told the children to stay together, but Sam and Leo ran to the space room. “Look at the rockets!” yelled Sam. “This place is amazing!” Suddenly the lights went out, and everyone became very quiet.

School Trip - 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.



LOST IN THE MUSEUM

yesterday our class went on a school trip to the science museum

it was a very long bus ride wow shouted ben when he saw the
giant dinosaur skeleton i want to take a picture miss jones told

the children to stay together but sam and leo ran to the space
room look at the rockets yelled sam this place is amazing

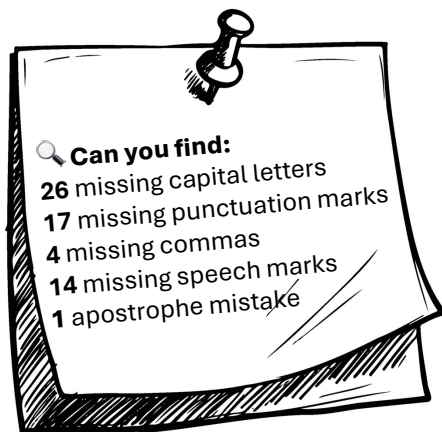
suddenly the lights went out and everyone became very quiet.

after the lights came back on sam and leo could not find their class where is miss jones asked

leo nervously dont panic replied sam as they walked through the dark dinosaur room suddenly

they heard a loud bang behind them what was that whispered leo the boys quickly ran into the

space room and hid beside a giant rocket then they heard footsteps coming closer



Continue the story: Who was walking towards them?

School Trip - Spot the Mistakes!

Level 2

Junior Proofreader

LOST IN THE MUSEUM

Corrected Version

Yesterday our class went on a school trip to the science museum. It was a very long bus ride. “Wow!” shouted Ben when he saw the giant dinosaur skeleton. “I want to take a picture!” Miss Jones told the children to stay together, but Sam and Leo ran to the space room. “Look at the rockets!” yelled Sam. “This place is amazing!” Suddenly the lights went out, and everyone became very quiet.

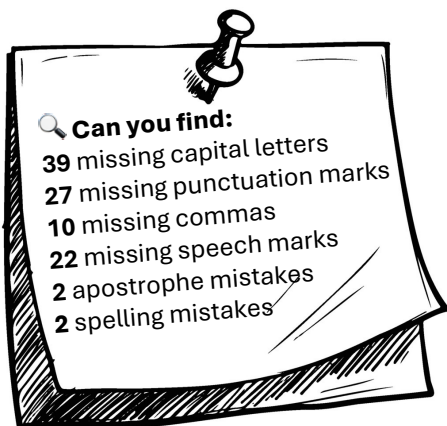
After the lights came back on, Sam and Leo could not find their class. “Where is Miss Jones?” asked Leo nervously. “Don’t panic,” replied Sam as they walked through the dark dinosaur room. Suddenly they heard a loud bang behind them. “What was that?” whispered Leo. The boys quickly ran into the space room and hid beside a giant rocket. Then they heard footsteps coming closer.

School Trip - 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 MUSEUM MYSTERY

yesterday our class went on a school trip to the science museum
it was a very long bus ride wow shouted ben when he saw the
giant dinosaur skeleton i want to take a picture miss jones told the
children to stay together but sam and leo ran to the space room
look at the rockets yelled sam this place is amazing

suddenly the lights went out and everyone became very quiet.

after the lights came back on sam and leo could not find their class where is miss jones asked
leo nervously dont panic replied sam as they walked through the dark dinosaur room suddenly
they heard a loud bang behind them what was that whispered leo the boys quickly ran into the
space room and hid beside a giant rocket then they heard footsteps coming closer
sam and leo were still hiding beside the rocket when they heard someone shouting boys where
are you called miss jones we are over here yelled sam sudenly the emergency alarm started
ringing and red lights flashed around the room i dont think thats part of the exhibition whispered
leo a museum worker ran into the room and shouted everyone must leave the building
immediatly outside the museum the children watched smoke rise into the sky while the
teachers counted all the students

Continue the story on page 2: What caused the emergency at the museum?

School Trip - Spot the Mistakes!

Level 3

Master Editor

THE MUSEUM MYSTERY

Corrected Version

Yesterday our class went on a school trip to the science museum. It was a very long bus ride. “Wow!” shouted Ben when he saw the giant dinosaur skeleton. “I want to take a picture!” Miss Jones told the children to stay together, but Sam and Leo ran to the space room. “Look at the rockets!” yelled Sam. “This place is amazing!” Suddenly the lights went out, and everyone became very quiet.

After the lights came back on, Sam and Leo could not find their class. “Where is Miss Jones?” asked Leo nervously. “Don’t panic,” replied Sam as they walked through the dark dinosaur room. Suddenly they heard a loud bang behind them. “What was that?” whispered Leo. The boys quickly ran into the space room and hid beside a giant rocket. Then they heard footsteps coming closer.

Sam and Leo were still hiding beside the rocket when they heard someone shouting, “Boys, where are you?” called Miss Jones. “We are over here!” yelled Sam. Suddenly the emergency alarm started ringing, and red lights flashed around the room. “I don’t think that’s part of the exhibition,” whispered Leo. A museum worker ran into the room and shouted, “Everyone must leave the building immediately!” Outside the museum, the children watched smoke rise into the sky while the teachers counted all the students.