



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!**

The Zoo Escape - Spot the Mistakes! - Level 1

★ *Beginner Editor*

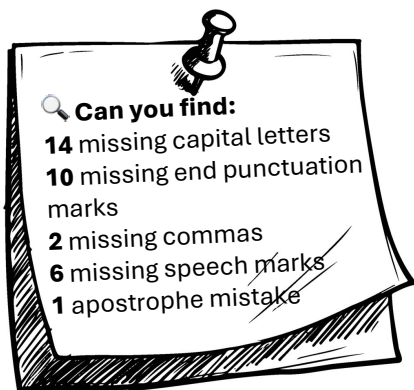
INSTRUCTIONS:

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



THE ZOO VISIT

last monday our class visited the city zoo it was warm and sunny
wow shouted emma when she saw the lions i cant wait to see the
monkeys mr hill told the children to stay together but jake and mia
walked toward the bird cages look at that parrot yelled jake suddenly
people started running near the zebra area everyone looked worried



Why were people running?

Continue the story below

The Zoo Escape - Spot the Mistakes!

Level 1

Beginner Editor

THE ZOO VISIT

Corrected Version

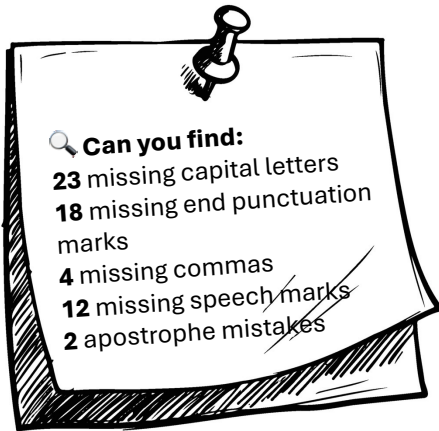
Last Monday our class visited the city zoo. It was warm and sunny. “Wow!” shouted Emma when she saw the lions. “I can’t wait to see the monkeys!” Mr Hill told the children to stay together, but Jake and Mia walked toward the bird cages. “Look at that parrot!” yelled Jake. Suddenly, people started running near the zebra area. Everyone looked worried.

The Zoo Escape - 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 OPEN GATE

last monday our class visited the city zoo it was warm and sunny
wow shouted emma when she saw the lions i cant wait to see the
monkeys mr hill told the children to stay together but jake and
mia walked toward the bird cages look at that parrot yelled jake
suddenly people started running near the zebra area everyone

looked worried the zoo keeper rushed past them where are the zebras asked mia nervously
dont panic replied jake as they looked toward the field suddenly they noticed an open gate what
happened whispered emma several workers hurried toward the animal enclosures

Continue the story: Where had the zebras gone?

The Zoo Escape - Spot the Mistakes!

Level 2

Junior Proofreader

THE OPEN GATE

Corrected Version

Last Monday our class visited the city zoo. It was warm and sunny. “Wow!” shouted Emma when she saw the lions. “I can’t wait to see the monkeys!” Mr Hill told the children to stay together, but Jake and Mia walked toward the bird cages. “Look at that parrot!” yelled Jake. Suddenly, people started running near the zebra area. Everyone looked worried.

The zoo keeper rushed past them. “Where are the zebras?” asked Mia nervously. “Don’t panic,” replied Jake as they looked toward the field. Suddenly, they noticed an open gate.

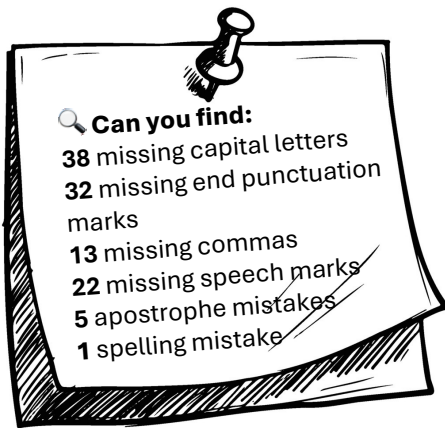
“What happened?” whispered Emma. Several workers hurried toward the animal enclosures.

The Zoo Escape - 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 ZOO ESCAPE

last monday our class visited the city zoo it was warm and sunny
wow shouted emma when she saw the lions i cant wait to see the
monkeys mr hill told the children to stay together but jake and
mia walked toward the bird cages look at that parrot yelled jake
suddenly people started running near the zebra area everyone

looked worried the zoo keeper rushed past them where are the zebras asked mia nervously
dont panic replied jake as they looked toward the field suddenly they noticed an open gate what
happened whispered emma several workers hurried toward the animal enclosures jake and mia
followed the crowd while the others stayed behind i dont think we should be here whispered mia
suddenly they heard loud crashing sounds near the trees over there shouted jake as he pointed
toward the far fence inside the bushes they found broken branches muddy footprints and pieces
of rope whose rope is this asked emma just then something moved behind the bushes and the
grass rustled loudly its moving shouted jake the children stepped backward and then they heard
animals making strange noises nearby a zoo worker shouted everyones safety comes first move
away from the fence imediately

Continue the story on page 2: Which animal had escaped?

The Zoo Escape - Spot the Mistakes!

Level 3

Master Editor

THE ZOO ESCAPE

Corrected Version

Last Monday our class visited the city zoo. It was warm and sunny. “Wow!” shouted Emma when she saw the lions. “I can’t wait to see the monkeys!” Mr Hill told the children to stay together, but Jake and Mia walked toward the bird cages. “Look at that parrot!” yelled Jake. Suddenly, people started running near the zebra area. Everyone looked worried.

The zoo keeper rushed past them. “Where are the zebras?” asked Mia nervously. “Don’t panic,” replied Jake as they looked toward the field. Suddenly, they noticed an open gate.

“What happened?” whispered Emma. Several workers hurried toward the animal enclosures.

Jake and Mia followed the crowd while the others stayed behind. “I don’t think we should be here,” whispered Mia. Suddenly, they heard loud crashing sounds near the trees. “Over there!” shouted Jake as he pointed toward the far fence. Inside the bushes, they found broken branches, muddy footprints, and pieces of rope. “Whose rope is this?” asked Emma. Just then, something moved behind the bushes, and the grass rustled loudly. “It’s moving!” shouted Jake. The children stepped backward, and then they heard animals making strange noises nearby. A zoo worker shouted, “Everyone’s safety comes first! Move away from the fence immediately!”