



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

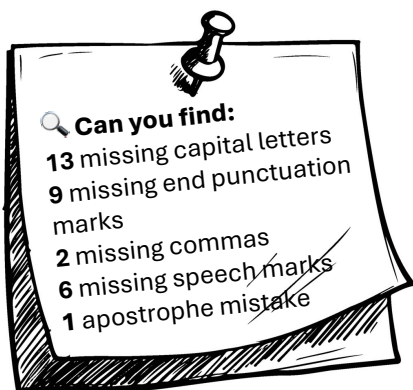
★ **Top Editor Tip: Great editors always read their work twice!**

The Castle Secret - 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 mistakes
- Then continue the story at the bottom of the page.



THE OLD CASTLE

last friday our class visited an old castle it was cold and windy wow shouted lily when she saw the huge stone walls i cant believe people lived here mr brown told the children to stay together but tom and sara walked into the library look at this strange book yelled tom suddenly one of the bookshelves slowly moved

What was behind the moving bookshelves?

Continue the story below

The Castle Secret - Spot the Mistakes!

Level 1

Beginner Editor

THE OLD CASTLE

Corrected Version

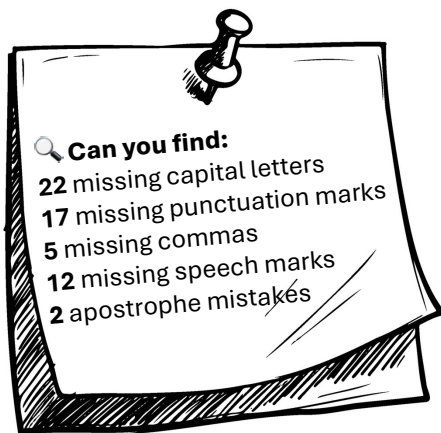
Last Friday our class visited an old castle. It was cold and windy. “Wow!” shouted Lily when she saw the huge stone walls. “I can't believe people lived here!” Mr Brown told the children to stay together, but Tom and Sara walked into the library. “Look at this strange book!” yelled Tom. Suddenly, one of the bookshelves slowly moved.

The Castle Secret - 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 SECRET PASSAGE

last friday our class visited an old castle it was cold and windy
wow shouted lily when she saw the huge stone walls i cant
believe people lived here mr brown told the children to stay
together but tom and sara walked into the library look at this
strange book yelled tom suddenly one of the bookshelves slowly
moved a dark passage appeared behind the shelf

where does it go asked sara quietly dont go alone replied tom as they looked inside suddenly
they heard footsteps echoing through the tunnel what was that whispered lily several teachers
hurried into the library and everyone stood very still

Continue the story: Where did the secret passage lead?

The Castle Secret - Spot the Mistakes!

Level 2

Junior Proofreader

THE SECRET PASSAGE

Corrected Version

Last Friday our class visited an old castle. It was cold and windy. "Wow!" shouted Lily when she saw the huge stone walls. "I can't believe people lived here!" Mr Brown told the children to stay together, but Tom and Sara walked into the library. "Look at this strange book!" yelled Tom. Suddenly, one of the bookshelves slowly moved.

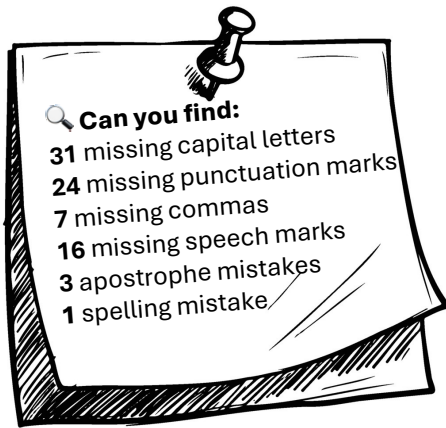
A dark passage appeared behind the shelf. "Where does it go?" asked Sara quietly. "Don't go alone," replied Tom as they looked inside. Suddenly, they heard footsteps echoing through the tunnel. "What was that?" whispered Lily. Several teachers hurried into the library, and everyone stood very still.

The Castle Secret - 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 HIDDEN CHAMBER

last friday our class visited an old castle it was cold and windy
wow shouted lily when she saw the huge stone walls i cant believe
people lived here mr brown told the children to stay together but
tom and sara walked into the library look at this strange book
yelled tom suddenly one of the bookshelves slowly moved a dark
passage appeared behind the shelf

where does it go asked sara quietly dont go alone replied tom as they looked inside suddenly
they heard footsteps echoing through the tunnel what was that whispered lily several teachers
hurried into the library and everyone stood very still the group folowed the narrow tunnel until
they reached a heavy wooden door who built this room asked tom excitedly lets open it
carefully said mr brown as everyone waited the old door creaked open to reveal a dusty
chamber in the middle stood an ancient wooden chest covered with strange symbols
slowly the lid began to open by itself

Continue the story on page 2: What happened when the chest opened?

The Castle Secret - Spot the Mistakes! - Level 3

Master Editor

Page 2

Remember to check:

- ☐ Capitals
- ☐ End Punctuation
- ☐ Speech marks
- ☐ Spelling
- ☐ Commas
- ☐ Apostrophes

Continue the story: What happened when the chest opened?

The Castle Secret - Spot the Mistakes!

Level 3

Master Editor

THE HIDDEN CHAMBER

Corrected Version

Last Friday our class visited an old castle. It was cold and windy.

“Wow!” shouted Lily when she saw the huge stone walls. “I can't believe people lived here!” Mr Brown told the children to stay together, but Tom and Sara walked into the library. “Look at this strange book!” yelled Tom.

Suddenly, one of the bookshelves slowly moved.

A dark passage appeared behind the shelf. “Where does it go?” asked Sara quietly. “Don't go alone,” replied Tom as they looked inside. Suddenly, they heard footsteps echoing through the tunnel. “What was that?” whispered Lily. Several teachers hurried into the library, and everyone stood very still.

The group followed the narrow tunnel until they reached a heavy wooden door. “Who built this room?” asked Tom excitedly. “Let's open it carefully,” said Mr Brown as everyone waited. The old door creaked open to reveal a dusty chamber. In the middle stood an ancient wooden chest covered with strange symbols. Slowly, the lid began to open by itself.