



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

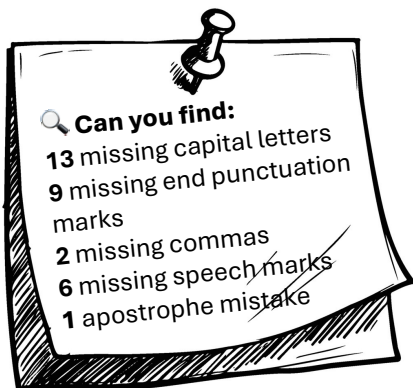
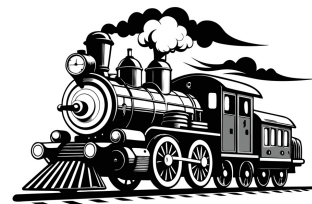
★ **Top Editor Tip: Great editors always read their work twice!**

The Train Mystery - 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 TRAIN JOURNEY

last tuesday our class travelled by train to the city it was cold and rainy wow shouted ben when he saw the old steam engine i cant believe how big it is mrs taylor told the children to stay together but emma and leo walked into the next carriage look at that old suitcase yelled emma suddenly the train stopped inside a dark tunnel

Why did the train stop?

Continue the story below

The Train Mystery - Spot the Mistakes!

Level 1

Beginner Editor

THE TRAIN JOURNEY

Corrected Version

Last Tuesday our class travelled by train to the city. It was cold and rainy.

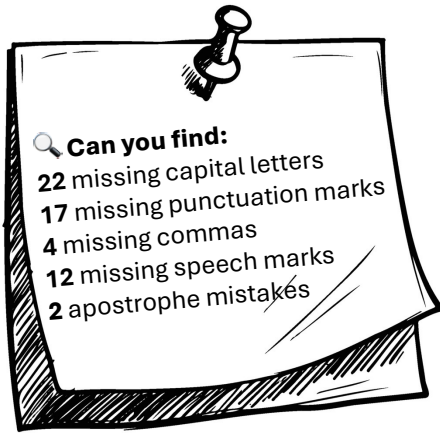
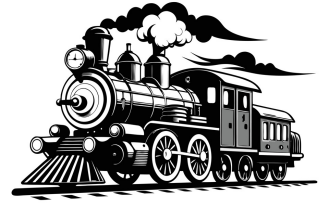
“Wow!” shouted Ben when he saw the old steam engine. “I can't believe how big it is!” Mrs Taylor told the children to stay together, but Emma and Leo walked into the next carriage. “Look at that old suitcase!” yelled Emma. Suddenly, the train stopped inside a dark tunnel.

The Train Mystery - 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 DARK TUNNEL

last tuesday our class travelled by train to the city it was cold
and rainy wow shouted ben when he saw the old steam engine i
cant believe how big it is mrs taylor told the children to stay
together but emma and leo walked into the next carriage look at
that old suitcase yelled emma suddenly the train stopped inside
a dark tunnel the lights flickered and everyone became quiet

where are we asked leo nervously dont worry replied emma as they looked through the window
suddenly they heard a loud knocking sound what was that whispered ben several passengers
stood up and looked around

Continue the story: Who was knocking on the train?

The Train Mystery - Spot the Mistakes!

Level 2

Junior Proofreader

THE DARK TUNNEL

Corrected Version

Last Tuesday our class travelled by train to the city. It was cold and rainy.

“Wow!” shouted Ben when he saw the old steam engine. “I can't believe how big it is!” Mrs Taylor told the children to stay together, but Emma and Leo walked into the next carriage. “Look at that old suitcase!” yelled Emma. Suddenly, the train stopped inside a dark tunnel.

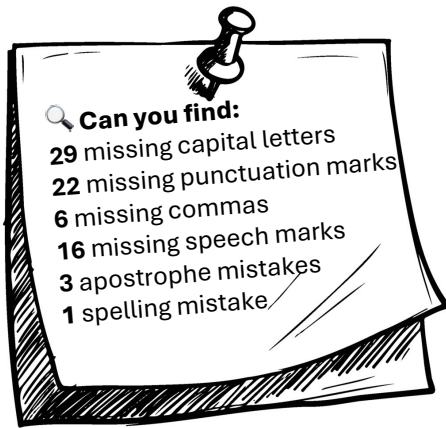
The lights flickered and everyone became quiet. “Where are we?” asked Leo nervously. “Don't worry,” replied Emma as they looked through the window. Suddenly, they heard a loud knocking sound. “What was that?” whispered Ben. Several passengers stood up and looked around.

The Train Mystery - 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 MYSTERIOUS PASSENGER

last tuesday our class travelled by train to the city it was cold and rainy wow shouted ben when he saw the old steam engine i cant believe how big it is mrs taylor told the children to stay together but emma and leo walked into the next carriage look at that old suitcase yelled emma suddenly the train stopped inside a dark tunnel the lights flickered and everyone became quiet

where are we asked leo nervously dont worry replied emma as they looked through the window suddenly they heard a loud knocking sound what was that whispered ben several passengers stood up and looked around the train slowly began moving again but the old suitcase was gone who took it asked emma excitedly lets search every carriage said mrs taylor as everyone hurried through the train they finaly reached the last carriage where a tall stranger was waiting

Continue the story on page 2: Who was the mysterious passenger?

The Train Mystery - Spot the Mistakes! - Level 3

Master Editor

Page 2

Remember to check:

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

Continue the story: Who was the mystery passenger?

The Train Mystery - Spot the Mistakes!

Level 3

Master Editor

THE MYSTERIOUS PASSENGER

Corrected Version

Last Tuesday our class travelled by train to the city. It was cold and rainy.

“Wow!” shouted Ben when he saw the old steam engine. “I can't believe how big it is!” Mrs Taylor told the children to stay together, but Emma and Leo walked into the next carriage. “Look at that old suitcase!” yelled Emma. Suddenly, the train stopped inside a dark tunnel.

The lights flickered and everyone became quiet. “Where are we?” asked Leo nervously. “Don't worry,” replied Emma as they looked through the window. Suddenly, they heard a loud knocking sound. “What was that?” whispered Ben. Several passengers stood up and looked around.

The train slowly began moving again, but the old suitcase was gone. “Who took it?” asked Emma excitedly. “Let's search every carriage,” said Mrs Taylor as everyone hurried through the train. They followed the corridor until they reached the last carriage where a tall stranger was waiting.