



## 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

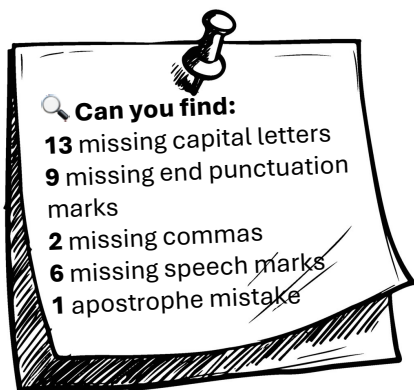
★ **Top Editor Tip: Great editors always read their work twice!**

# Theme Park Disaster - 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 BIG RIDE

last sunday our class visited the theme park it was sunny and exciting  
wow shouted ben when he saw the giant roller coaster i cant wait to  
ride this mrs parker told the children to stay together but lily and max  
ran toward the spinning ride look at those lights yelled lily suddenly a  
loud alarm sounded and everyone looked confused

**Why was the alarm sounding?**

**Continue the story below**

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# Theme Park Disaster - Spot the Mistakes!

## Level 1

### *Beginner Editor*

#### **THE BIG RIDE**

#### **Corrected Version**

Last Sunday our class visited the theme park. It was sunny and exciting.

“Wow!” shouted Ben when he saw the giant roller coaster. “I can’t wait to ride this!”

Mrs Parker told the children to stay together, but Lily and Max ran toward the spinning ride.

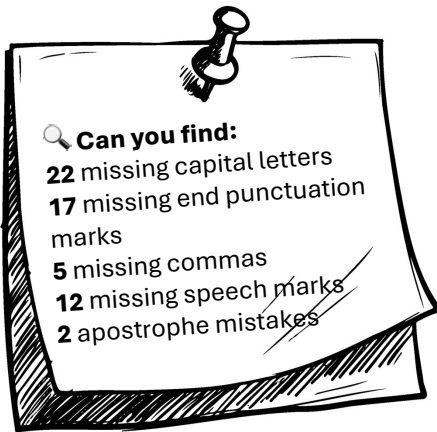
“Look at those lights!” yelled Lily. Suddenly, a loud alarm sounded and everyone looked confused.

# Theme Park Disaster - 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 CLOSED RIDE

last sunday our class visited the theme park it was sunny and exciting wow shouted ben when he saw the giant roller coaster i cant wait to ride this mrs parker told the children to stay together but lily and max ran toward the spinning ride look at those lights yelled lily suddenly a loud alarm sounded and everyone looked confused a worker hurried past them why is the ride stopping asked max nervously dont worry replied lily as they looked toward the coaster suddenly the ride stopped completely what happened whispered ben several workers rushed toward the control room and people stepped back

**Continue the story: What had happened to the ride?**

# Theme Park Disaster - Spot the Mistakes!

## Level 2

### *Junior Proofreader*

#### **THE CLOSED RIDE**

##### **Corrected Version**

Last Sunday our class visited the theme park. It was sunny and exciting. “Wow!” shouted Ben when he saw the giant roller coaster. “I can’t wait to ride this!” Mrs Parker told the children to stay together, but Lily and Max ran toward the spinning ride. “Look at those lights!” yelled Lily. Suddenly, a loud alarm sounded and everyone looked confused.

A worker hurried past them. “Why is the ride stopping?” asked Max nervously.

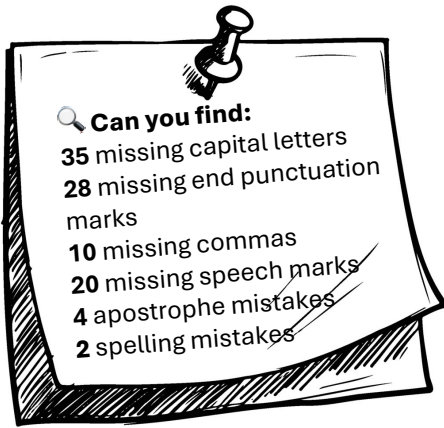
“Don’t worry,” replied Lily as they looked toward the coaster. Suddenly, the ride stopped completely. “What happened?” whispered Ben. Several workers rushed toward the control room, and people stepped back.

## Theme Park Disaster - 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.



### THEME PARK DISASTER

last sunday our class visited the theme park it was sunny and exciting wow shouted ben when he saw the giant roller coaster i cant wait to ride this mrs parker told the children to stay together but lily and max ran toward the spinning ride look at those lights yelled lily suddenly a loud alarm sounded and everyone looked confused a worker hurried past them why is the ride stopping asked max nervously dont worry replied lily as they looked toward the coaster suddenly the ride stopped completely what happened whispered ben several workers rushed toward the control room and people stepped back ben and lily followed the crowd while the others waited nearby i dont like this whispered max over there shouted lily as she pointed toward the tall tower ride inside the fenced area they noticed broken signs twisted metal and loose wires whose bag is this asked ben sudenly sparks flashed above them its falling shouted lily a ride cart moved dangerusly and everyone screamed

**Continue the story on page 2: Whose bag was it?**



# Theme Park Disaster - Spot the Mistakes!

## Level 3

### *Master Editor*

#### **THEME PARK DISASTER**

##### **Corrected Version**

Last Sunday our class visited the theme park. It was sunny and exciting. “Wow!” shouted Ben when he saw the giant roller coaster. “I can’t wait to ride this!” Mrs Parker told the children to stay together, but Lily and Max ran toward the spinning ride. “Look at those lights!” yelled Lily. Suddenly, a loud alarm sounded and everyone looked confused.

A worker hurried past them. “Why is the ride stopping?” asked Max nervously.

“Don’t worry,” replied Lily as they looked toward the coaster. Suddenly, the ride stopped completely. “What happened?” whispered Ben. Several workers rushed toward the control room, and people stepped back.

Ben and Lily followed the crowd while the others waited nearby. “I don’t like this,” whispered Max. “Over there!” shouted Lily as she pointed toward the tall tower ride. Inside the fenced area, they noticed broken signs, twisted metal, and loose wires. “Whose bag is this?” asked Ben. Suddenly, sparks flashed above them. “It’s falling!” shouted Lily. A ride cart moved dangerously, and everyone screamed.