



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 Haunted House - Spot the Mistakes!

Level 1

Beginner Editor

THE OLD HOUSE

Corrected Version

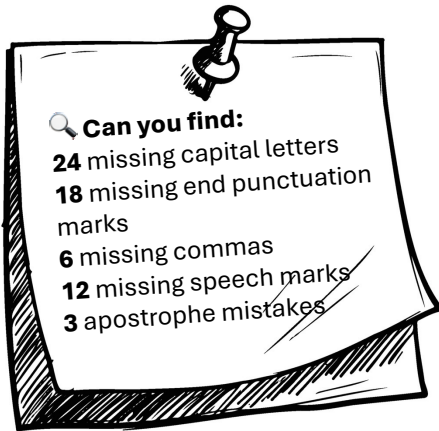
Last Friday our class visited an old house near the village. It was cold and dark. “Wow!” shouted Lily when she saw the tall stairs. “I can’t believe people lived here!” Mr Brown told the children to stay together, but Tom and Sara walked into the kitchen. “Look at this old clock!” yelled Tom. Suddenly, a loud bang came from upstairs. Everyone became very quiet.

The Haunted House - 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.



Can you find:
24 missing capital letters
18 missing end punctuation marks
6 missing commas
12 missing speech marks
3 apostrophe mistakes

THE STRANGE NOISE

last friday our class visited an old house near the village it was cold and dark wow shouted lily when she saw the tall stairs i cant believe people lived here mr brown told the children to stay together but tom and sara walked into the kitchen look at this old clock yelled tom suddenly a loud bang came from upstairs

everyone became very quiet the lights flickered and sara grabbed toms arm where did that come from she asked nervously dont worry replied tom as they looked toward the stairs suddenly they heard footsteps above them what was that whispered sara the floor creaked loudly and a door slowly opened upstairs

Continue the story: Who was upstairs?

The Haunted House - Spot the Mistakes!

Level 2

Junior Proofreader

THE STRANGE NOISE

Corrected Version

Last Friday our class visited an old house near the village. It was cold and dark.

“Wow!” shouted Lily when she saw the tall stairs. “I can’t believe people lived here!” Mr Brown told the children to stay together, but Tom and Sara walked into the kitchen. “Look at this old clock!” yelled Tom. Suddenly, a loud bang came from upstairs. Everyone became very quiet.

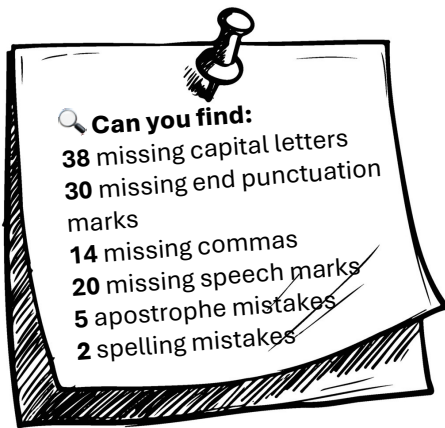
The lights flickered, and Sara grabbed Tom’s arm. “Where did that come from?” she asked nervously. “Don’t worry,” replied Tom as they looked toward the stairs. Suddenly, they heard footsteps above them. “What was that?” whispered Sara. The floor creaked loudly, and a door slowly opened upstairs.

The Haunted House - 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 HAUNTED SECRET

last friday our class visited an old house near the village it was cold and dark wow shouted lily when she saw the tall stairs i cant believe people lived here mr brown told the children to stay together but tom and sara walked into the kitchen look at this old clock yelled tom suddenly a loud bang came from upstairs

everyone became very quiet the lights flickered and sara grabbed toms arm where did that come from she asked nervously dont worry replied tom as they looked toward the stairs suddenly they heard footsteps above them what was that whispered sara the floor creaked loudly and a door slowly opened upstairs tom and sara slowly climbed the stairs while the others stayed below i dont think we should go up there whispered sara suddenly a cold wind blew through the halway over here shouted tom as he pointed toward a small room inside the room they found dusty books broken chairs and an old chest in the corner whose chest is this asked sara just then the chest moved by itself and the door slammed shut behind them its moving shouted tom the room became silent and then they heard someone lafing outside

Continue the story on page 2: What was inside the chest?

The Haunted House - Spot the Mistakes!

Level 3

Master Editor

THE HAUNTED SECRET

Corrected Version

Last Friday our class visited an old house near the village. It was cold and dark.

“Wow!” shouted Lily when she saw the tall stairs. “I can’t believe people lived here!” Mr Brown told the children to stay together, but Tom and Sara walked into the kitchen. “Look at this old clock!” yelled Tom. Suddenly, a loud bang came from upstairs. Everyone became very quiet.

The lights flickered, and Sara grabbed Tom’s arm. “Where did that come from?” she asked nervously. “Don’t worry,” replied Tom as they looked toward the stairs. Suddenly, they heard footsteps above them. “What was that?” whispered Sara. The floor creaked loudly, and a door slowly opened upstairs.

Tom and Sara slowly climbed the stairs while the others stayed below. “I don’t think we should go up there,” whispered Sara. Suddenly, a cold wind blew through the hallway. “Over here!” shouted Tom as he pointed toward a small room.

Inside the room, they found dusty books, broken chairs, and an old chest in the corner.

“Whose chest is this?” asked Sara. Just then, the chest moved by itself, and the door slammed shut behind them. “It’s moving!” shouted Tom. The room became silent, and then they heard someone laughing outside.