



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 Camping Disaster - Spot the Mistakes!

Level 1

Beginner Editor

THE CAMPING DISASTER

Corrected Version

Last weekend our class went camping in the forest. It was very cold.

“Wow!” shouted Max when he saw the big tents. “I can’t wait to sleep outside!”

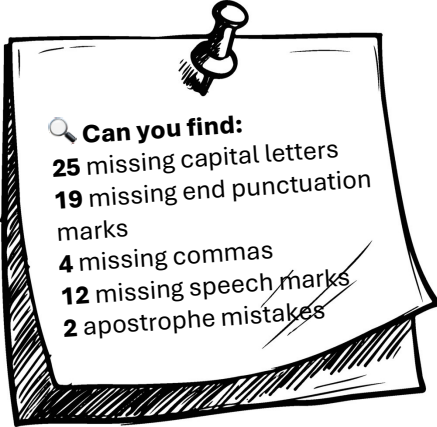
Miss Green told the children to stay close together, but Mia and Jack walked near the river. “Look at the fish!” yelled Mia. Suddenly, dark clouds filled the sky, and the rain started falling very fast.

The Camping 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.



LOST IN THE STORM

last weekend our class went camping in the forest it was very cold
wow shouted max when he saw the big tents i cant wait to sleep
outside miss green told the children to stay close together but mia
and jack walked near the river look at the fish yelled mia suddenly
dark clouds filled the sky and the rain started falling very fast

the children quickly ran back to the campsite where is miss green asked jack nervously dont
worry replied mia as the wind blew through the trees suddenly they heard a loud crack behind
them what was that shouted jack a large tree branch had fallen near the tents everyone moved
closer to the campfire while the rain poured heavily from the sky then the lights from the camping
lanterns suddenly went out

Continue the story: What happened after the lanterns went out?

The Camping Disaster - Spot the Mistakes!

Level 2

Junior Proofreader

LOST IN THE STORM

Corrected Version

Last weekend our class went camping in the forest. It was very cold. “Wow!” shouted Max when he saw the big tents. “I can’t wait to sleep outside!” Miss Green told the children to stay close together, but Mia and Jack walked near the river. “Look at the fish!” yelled Mia. Suddenly, dark clouds filled the sky and the rain started falling very fast.

The children quickly ran back to the campsite. “Where is Miss Green?” asked Jack nervously. “Don’t worry,” replied Mia as the wind blew through the trees. Suddenly, they heard a loud crack behind them. “What was that?” shouted Jack. A large tree branch had fallen near the tents. Everyone moved closer to the campfire while the rain poured heavily from the sky. Then the lights from the camping lanterns suddenly went out.

The Camping 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.

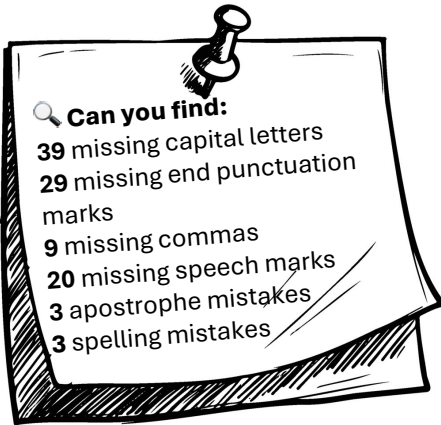


THE FOREST EMERGENCY

last weekend our class went camping in the forest it was very cold
wow shouted max when he saw the big tents i cant wait to sleep
outside miss green told the children to stay close together but mia
and jack walked near the river look at the fish yelled mia suddenly
dark clouds filled the sky and the rain started falling very fast

the children quickly ran back to the campsite where is miss green asked jack nervously dont
worry replied mia as the wind blew through the trees suddenly they heard a loud crack behind
them what was that shouted jack a large tree branch had fallen near the tents everyone moved
closer to the campfire while the rain poured heavily from the sky then the lights from the camping
lanterns suddenly went out mia and jack were sitting quietly beside the campfire when they
heard someone crying for help where are you shouted miss green sudenly a flashlight appeared
between the dark trees over here yelled mia as the rain soaked there clothes i dont think we
should stay here whispered jack just then the river water started rising very quickly and the camp
leader shouted everyones tents must be moved immediately several children grabbed there
backpacks while the teachers helped carry the camping equipment across the muddy field in the
distance thunder crashed loudly above the forest

Continue the story on page 2: How did they escape the storm?



The Camping Disaster - Spot the Mistakes!

Level 3

Master Editor

THE FOREST EMERGENCY

Corrected Version

Last weekend our class went camping in the forest. It was very cold. “Wow!” shouted Max when he saw the big tents. “I can’t wait to sleep outside!” Miss Green told the children to stay close together, but Mia and Jack walked near the river. “Look at the fish!” yelled Mia. Suddenly, dark clouds filled the sky and the rain started falling very fast.

The children quickly ran back to the campsite. “Where is Miss Green?” asked Jack nervously. “Don’t worry,” replied Mia as the wind blew through the trees. Suddenly, they heard a loud crack behind them. “What was that?” shouted Jack. A large tree branch had fallen near the tents. Everyone moved closer to the campfire while the rain poured heavily from the sky. Then the lights from the camping lanterns suddenly went out.

Mia and Jack were sitting quietly beside the campfire when they heard someone crying for help. “Where are you?” shouted Miss Green. Suddenly, a flashlight appeared between the dark trees. “Over here!” yelled Mia as the rain soaked their clothes. “I don’t think we should stay here,” whispered Jack. Just then, the river water started rising very quickly and the camp leader shouted, “Everyone’s tents must be moved immediately!” Several children grabbed their backpacks while the teachers helped carry the camping equipment across the muddy field. In the distance, thunder crashed loudly above the forest.