



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

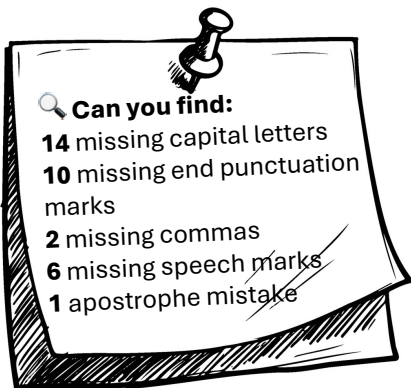
★ **Top Editor Tip: Great editors always read their work twice!**

Pirate Treasure - 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 PIRATE MAP

last saturday our class visited the old harbor it was windy and cloudy
wow shouted jack when he saw a torn pirate map i cant believe this
mr reed told the children to stay together but mia and leo walked near
the boats look at these strange marks yelled mia suddenly dark clouds
covered the sky everyone looked nervous

What did the people see?

Continue the story below

Pirate Treasure - Spot the Mistakes!

Level 1

Beginner Editor

THE PIRATE MAP

Corrected Version

Last Saturday our class visited the old harbor. It was windy and cloudy.

“Wow!” shouted Jack when he saw a torn pirate map. “I can’t believe this!”

Mr Reed told the children to stay together, but Mia and Leo walked near the

boats. “Look at these strange marks!” yelled Mia. Suddenly, dark clouds covered

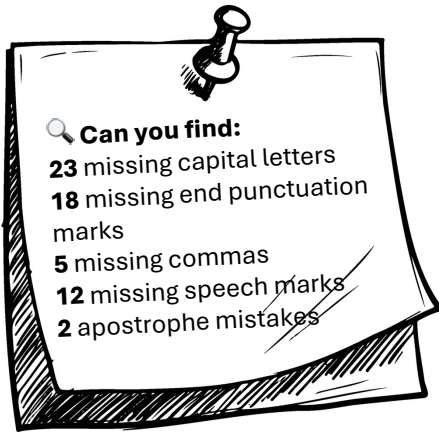
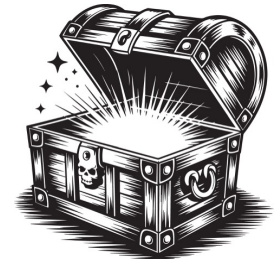
the sky. Everyone looked nervous.

Pirate Treasure - 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 CAVE

last saturday our class visited the old harbor it was windy and cloudy wow shouted jack when he saw a torn pirate map i cant believe this mr reed told the children to stay together but mia and leo walked near the boats look at these strange marks yelled mia suddenly dark clouds covered the sky everyone looked nervous the map showed a narrow path near the cliffs where is the treasure asked leo excitedly dont rush replied jack as they followed the rocky trail suddenly they noticed a dark cave what was that whispered mia several birds flew from inside the cave and the children stepped back

Continue the story: What happened when they went into the cave?

Pirate Treasure - Spot the Mistakes!

Level 2

Junior Proofreader

THE SECRET CAVE

Corrected Version

Last Saturday our class visited the old harbor. It was windy and cloudy.

“Wow!” shouted Jack when he saw a torn pirate map. “I can’t believe this!”

Mr Reed told the children to stay together, but Mia and Leo walked near the boats. “Look at these strange marks!” yelled Mia. Suddenly, dark clouds covered the sky. Everyone looked nervous.

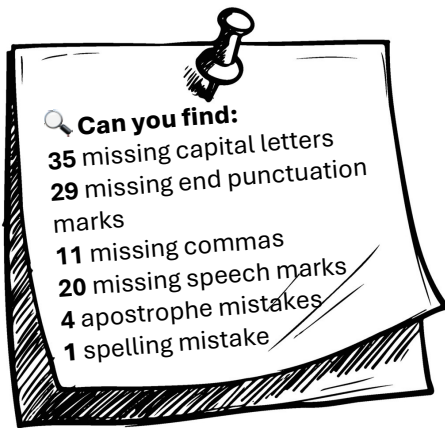
The map showed a narrow path near the cliffs. “Where is the treasure?” asked Leo excitedly. “Don’t rush,” replied Jack as they followed the rocky trail. Suddenly, they noticed a dark cave. “What was that?” whispered Mia. Several birds flew from inside the cave, and the children stepped back.

Pirate Treasure - 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 PIRATE TREASURE

last saturday our class visited the old harbor it was windy and cloudy wow shouted jack when he saw a torn pirate map i cant believe this mr reed told the children to stay together but mia and leo walked near the boats look at these strange marks yelled mia suddenly dark clouds covered the sky everyone looked nervous

the map showed a narrow path near the cliffs where is the treasure asked leo excitedly dont rush replied jack as they followed the rocky trail suddenly they noticed a dark cave what was that whispered mia several birds flew from inside the cave and the children stepped back Jack and mia entered the cave while the others waited outside i dont like this place whispered leo over here shouted mia as she pointed toward an old wooden chest inside the cave they found rusty chains broken barrels and a small key whose chest is this asked jack sudenly the ground shook beneath them its opening shouted mia a cold wind rushed through the cave and everyone froze

Continue the story on page 2: What did they see inside the chest?

Pirate Treasure - Spot the Mistakes!

Level 3

Master Editor

THE PIRATE TREASURE

Corrected Version

Last Saturday our class visited the old harbor. It was windy and cloudy.

“Wow!” shouted Jack when he saw a torn pirate map. “I can’t believe this!”

Mr Reed told the children to stay together, but Mia and Leo walked near the boats. “Look at these strange marks!” yelled Mia. Suddenly, dark clouds covered the sky. Everyone looked nervous.

The map showed a narrow path near the cliffs. “Where is the treasure?” asked Leo excitedly.

“Don’t rush,” replied Jack as they followed the rocky trail. Suddenly, they noticed a dark cave.

“What was that?” whispered Mia. Several birds flew from inside the cave, and the children stepped back.

Jack and Mia entered the cave while the others waited outside. “I don’t like this place,” whispered Leo. “Over here!” shouted Mia as she pointed toward an old wooden chest. Inside the cave, they found rusty chains, broken barrels, and a small key. “Whose chest is this?” asked Jack. Suddenly, the ground shook beneath them. “It’s opening!” shouted Mia. A cold wind rushed through the cave, and everyone froze.