

Write And Connect

Book 3

Ages 11 - 14 years



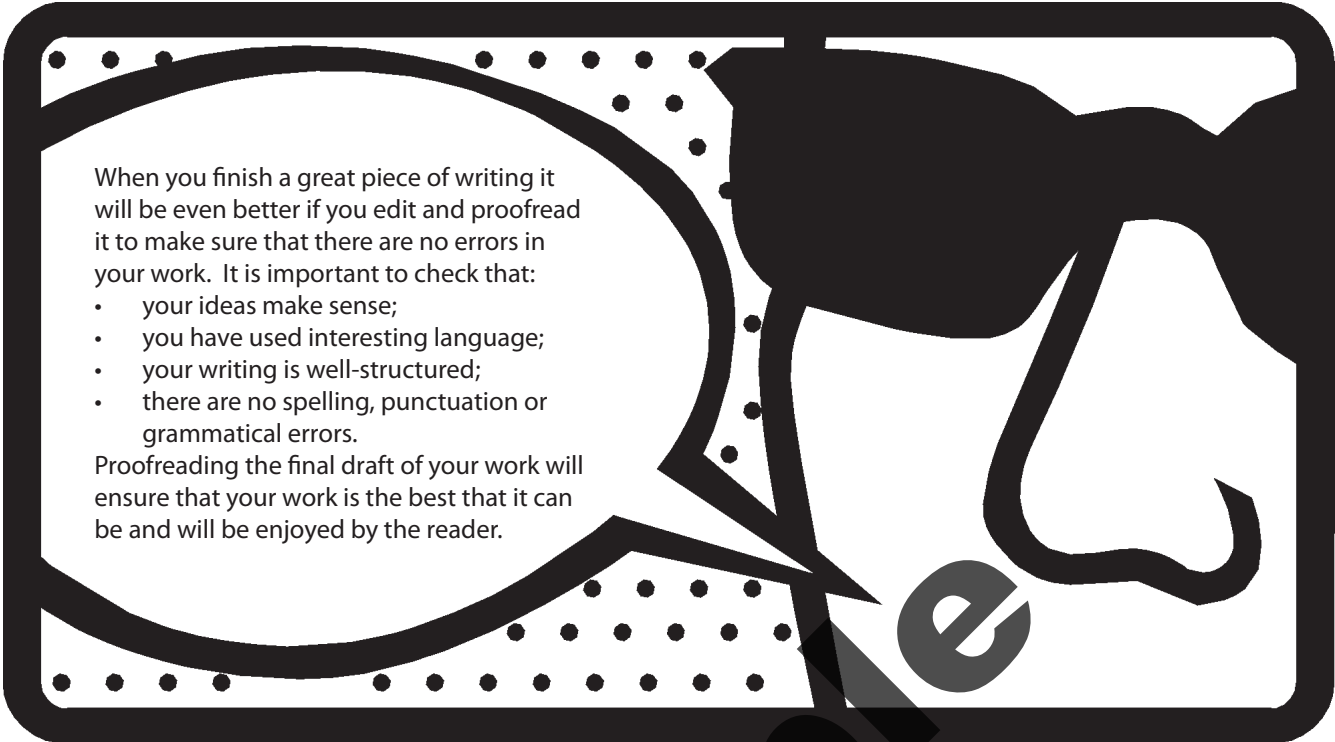
- Editing And Proofreading
- Paragraphing And Sentences
- Writing In Different Genres
- Comprehension Skills



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◊ Editing And Proofreading ◊

Sample



When you finish a great piece of writing it will be even better if you edit and proofread it to make sure that there are no errors in your work. It is important to check that:

- your ideas make sense;
- you have used interesting language;
- your writing is well-structured;
- there are no spelling, punctuation or grammatical errors.

Proofreading the final draft of your work will ensure that your work is the best that it can be and will be enjoyed by the reader.

- ① Capital letters are used to start a sentence, and for the names of people, places, days, months, festivals, organisations and for the titles of books and movies, e.g. On Monday Rose went to Canberra and then to Mount Kosciuszko to the Snowtime festival.

A ○ **Proofread these sentences and check for the correct use of capital letters. Circle any errors.**

1. last weekend i went to sydney to see jack.
2. on monday we went to see the movie red dog.
3. on the 1st march it's julie's birthday.
4. everyone had to read the book animal heroes for english.
5. "are you going to perth today?" sam asked will.
6. anzac day is always on the 25th of april.
7. the movie avatar was very popular in australia.
8. james and sam moved to darwin at the end of october.
9. the character, crocodile dundee was popular in america.
10. australia's highest mountain, mount kosciuszko is in new south wales.

① It is important to correctly punctuate your work as it helps a reader to make sense of your writing. A full stop ends a sentence. A question mark shows that you are asking a question, an exclamation mark is used to indicate strong feelings or a command. A comma separates one part of a sentence from another to make the meaning clear. It also separates items in a list.

A ○ Proofread these sentences and check for correct use of punctuation. Circle any errors.

1. He went to see the best movie yesterday?
2. We saw fish. dolphins. coral. and a small shark.
3. "Are you going to Darwin!" he asked.
4. "Everyone get out. Fire?" he yelled.
5. The next day they all went for a swim?

① When checking your work, make sure that you have used pronouns correctly (he/she /it/we/ you/they) and you have used the correct verb with the correct subject, e.g. singular or plural.

B ○ Proofread these sentences and check for correct use of punctuation. Circle any errors.

1. Ben and Sam is both in the football team.
2. She am going on holidays next week.
3. Maria said that he is going to a new school.
4. It was very cold today.
5. I think they is going to win every game.

① Always check your work for any spelling errors. Use a spellcheck or a dictionary.

C ○ Proofread these sentences and check for any spelling errors. Circle any errors.

1. Larst Sunday we went to the beech.
2. Evry day I chek my timetable.
3. She always gows to visit her friend.
4. He is riting a grate story.
5. Checking speling isn't always eesy.

① Some words sound the same but have a different meaning and different spelling, e.g. knew / new.

A ○ Proofread each sentence. Circle the correct word.

1. He has a very sore toe / tow.
2. He rode / road his horse across the paddock.
3. She one / won her first race.
4. Wood / would you like an ice cream?
5. Some people don't eat meet / meat.

① Join short sentences using conjunctions such as: and / or / but / because / since, to make your writing more interesting.

B ○ Combine these short sentences using a conjunction.

1. I like soup. I like salads.

2. I wasn't at the football game. I was sick.

3. It was raining lightly. We still went swimming.

4. We can't go surfing. We can watch a movie.

5. I arrived at 10 o'clock. I'm still here.

6. I didn't go to school today. I went to the doctor.

7. I watch football. I watch car racing. I don't watch tennis.

8. Would you like salad? Would you like soup?

① When you are writing exactly what someone says, you must use speech marks. This is called direct speech. All punctuation must be included inside the speech marks.

A ○ Add speech marks to these sentences.

1. It's lunch time, Mike said.
2. Are you going to swimming training today? Maria asked.
3. Everyone out! Out now! the fireman shouted.
4. It's creepy in this old house, Rose whispered.
5. I like skateboarding, Sam said. Do you? he asked Emma.

① When you are reporting what someone has said it isn't necessary to use speech marks. This is indirect speech. Verbs should be written in the past tense.

B ○ Underline the verbs in these sentences that are connected with what someone has said.

1. Jordan said that Jack and his family went to Sydney to live.
2. Mary asked Emily if she was going to the party on the weekend.
3. The fireman yelled loudly to the crowd to move back.
4. He begged his friend not to leave the team.
5. The principal announced the sports winners at assembly.

C ○ Change the direct speech in these sentences to indirect speech.

1. "The bus is coming," Jack called out to Tom.
2. "Where are you going now?" Lily asked Anne.
3. "It looks like a storm is on the way," dad replied.
4. "Have you done the Maths assignment?" Mick asked Kate.
5. "Help!" he shouted to his mate. "A car has crashed."