

Proofreading

REM 1135A

A TEACHING RESOURCE FROM...



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INTRODUCTION

An important process in improving written communication is the final overview of the work to check, clarify, and edit the content. This book contains lessons covering five basic proofreading marks. Students will learn how to use appropriate marks to correct errors in spelling, punctuation, capitalization, apostrophes, and lower-case letters.

The lessons in ***Proofreading*** are sequential, providing practice with a single proofreading mark and advancing to multiple marks in a more inclusive activity.

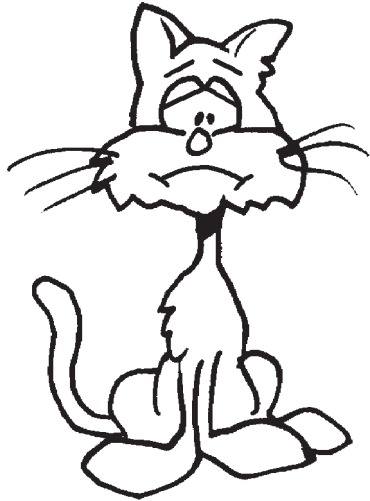
This book was designed for use in grades 3-4. An answer key is included.

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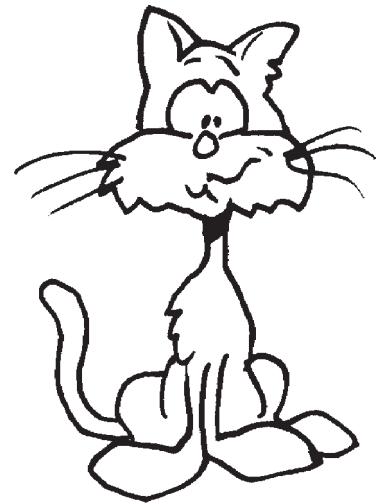
Name _____

After you write something, it is a good idea to check your work for mistakes. Looking for mistakes and correcting them is called **proofreading**.



mi nam is tabby

My name is Tabby.



As your proofread, look for these kinds of mistakes:

- Capital letters** - Are capital letters used for the right words?
- Punctuation** - Are periods, question marks, and other punctuation marks put in the right places?
- Spelling** - Are all the words spelled right?

1. When do you proofread? _____

2. Why do you proofread? _____

3. What kinds of mistakes do you look for? _____

PROOFREADING FOR CAPITAL LETTERS

Special proofreading marks are used to show what kind of mistake is found. If a word should have a capital letter, put three small lines under the letter.

my dog has big feet. (Every sentence begins with a capital letter.)

Proofread the story. Use the proofreading mark to show which words should have capital letters.

many of my sister's friends were at her birthday party. Our mother was taking a picture of the group. a boy stood behind my sister. he held up two fingers in back of her head. She will look like she has horns. everyone will laugh when they see the picture.



Write the words you marked on the lines. Be sure to use capital letters.

Name _____

≡ make a capital

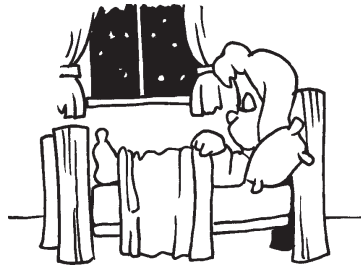
PROOFREADING FOR CAPITAL LETTERS

Proofread the riddles. Use the proofreading mark to show which words should have capital letters.

You will find this in every home. many homes have more than one. it is for children and mothers and fathers. You can get on it, and you can get under it. at night, you get into it. in the morning, you get out of it.

What is it? _____

Write the words you marked on the lines. Be sure to use capital letters.



they can be seen along streets. you will see them in yards, in parks, and on farms. some are big, and some are little. wind makes their parts move. In winter, they may look dead. in spring, they become green.

What are they? _____

Write the words you marked on the lines. Be sure to use capital letters.

Name _____

≡ make a capital

PROOFREADING FOR CAPITAL LETTERS

The name of a special person, place, or thing begins with a capital letter.

My new friend from ohio is roger, and he has a dog named barney.



Use the proofreading mark to show which words should have capital letters. Write the words correctly on the lines.

1. The jefferson family went to disneyland.

2. david and bruce are boy scouts. _____

3. Did paul tell you that he is going to the grand canyon?

4. mike took gina and sara for a ride in his new ford bronco.

5. My parakeet, tweety, likes coca-cola and cheerios. _____

6. The united states is part of north america. _____
