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Editing and Proofreading - Year 4

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PUNCTUATION PATROL

Name: _____



SPELLING AND GRAMMAR



CLARITY CLINIC



Editing and Proofreading



The Four-Step Editing Cycle

1. Reread for meaning and

Check Meaning and Purpose



Organise Ideas Clearly

Group related ideas together.

</

Build Accurate Sentences



Link Ideas

Use cohesive words to show relationship

Choose Precise Words



Check Capitals and Punctuation

Check capitals at sentence

Check Spelling



Model Draft: Garden News



Think Aloud: Meaning and Order



Proofread Convention

Polished Model

Our garden

Useful Proofreading Marks

Partner Editing Conference

Independent Editor Checklist

Reflect on the Effect



Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

Question 5

Answer 6

