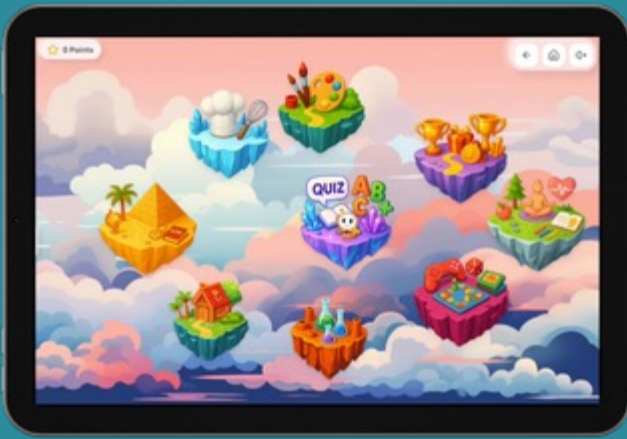


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Excellent Editing - Year 1

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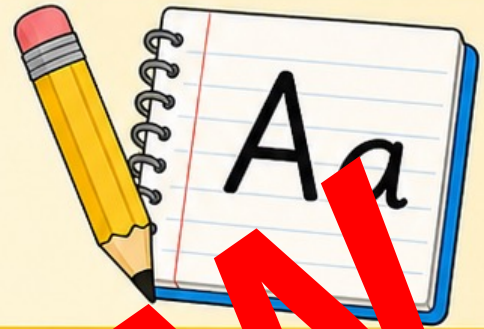


THE FIVE-STEP EDITING TOOLKIT

1

CAPITALS

Start sentences and names correctly.



2

END MARKS

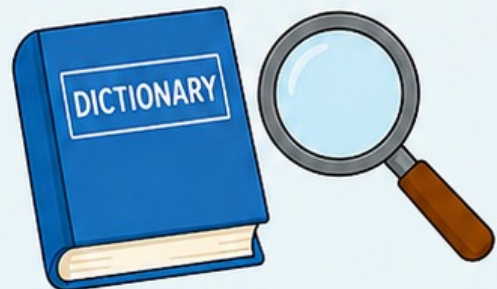
Use . ? or !



3

SPELLING

Check words you know and stretch new words.



4

MAKES SENSE

Read it aloud and fix words that sound wrong.



5

SPACES & NEATNESS

Leave clear spaces and form letters carefully.



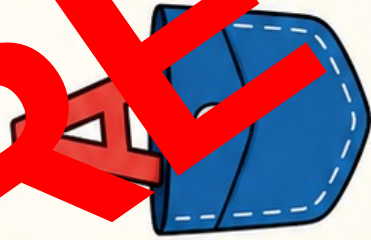
Read. Check. Change. Read again.

★ EDITING TOOLBELT SORT ★

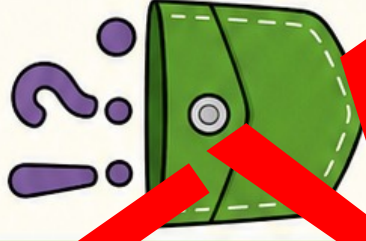
HOW TO PLAY

- 1 Cut out the cards.
- 2 Read each card aloud.
- 3 Find the editing problem.
- 4 Place it on the matching tool space.
- 5 Explain the change you would make.

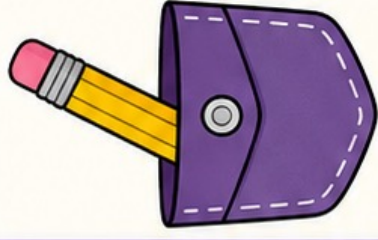
CAPITALS



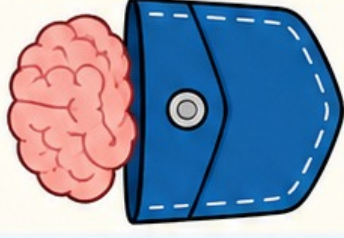
END MARKS



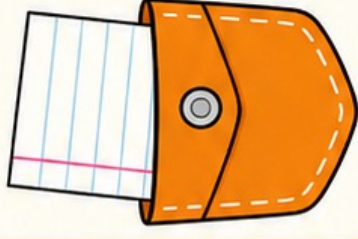
SPELLING



MAKES
SENSE



SPACES &
NEATNESS

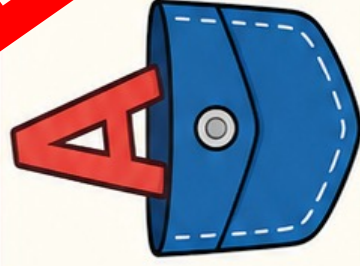


WORKED EXAMPLE

sam has a kite.



CAPITALS



Sam has a kite.

EDITING TOOLBELT SORT MAT

A

CAPITALS



END MARKS



PUNCTUATING



MAKES SENSE



SPACES & NEATNESS

PREVIEW

Editing Toolbelt Cards - Set A



mia has a
red bag.



Where is
the bus



I lik my
new book.



The sandwich
sang a song.



I can see
three ducks.



on friday
we swim.



Look at that
huge kite



The dog
has a bon.

Editing Toolbelt Cards - Set B



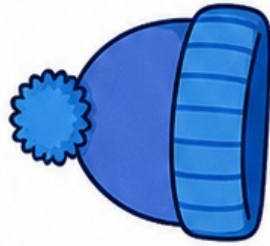
max went to perth.



we played in the sand.



The pencil ate my lunch.



She has a blue hat.



my cat is called pip.



What a lovely trip



I can see a bright star.

Fix-It Sentence Challenge



Take a card.
Read it aloud.
Name one problem.
Say the corrected sentence.
Move one space when your team agrees.



Fix-It Sentence Cards - Set A



ben has a pet fish.



When did my sock go



I can see a yelow sun.



The chair drank some milk.



We saw a tiny frog.



on sunday i visit nan.





Fix-It Sentence Cards - Set B



Can I pat the dog

The crab was hapy.

The book jumped
over the gate.

I have two green pens.

Ava went to darwin

What a funny joke





Fix-It Sentence Cards - Set C



the bird sat
on my hat.



we walkd
to the park.



The moon
ate my shoe.



Mybrother
can hop.



Wow that was loud



Is that your lunch



Fix-It Sentence Challenge - Recording Sheet

Name: _____

Card number: _____

Write the sentence correctly. Then tick the tools you used.

PREVIEW

☐

Capitals

☐

End marks

☐

Spelling

☐

Makes sense

☐

Spaces & neatness

Capital Clues - Page 1

Name: _____

Date: _____



Circle the letter that needs a capital. Rewrite each sentence correctly.



1. the dog can run.

2. i see a kite.



3. mia has a red hat.

4. we went to earth.



5. max fed the fish.

6. on monday we read.



PREVIEW

Capital Clues - Page 1

Name: **ANSWERS**

Date: _____



Circle the letter that needs a capital. Rewrite each sentence correctly.



1. the dog can run.

The dog can run.

2. i see a kite.

I see a kite.



3. mia has a red hat.

Mia has a red hat.

4. we went to perth.

We went to Perth.



5. max fed the fish.

Max fed the fish.

6. on monday we read.

On Monday we read.



Name: _____

Date: _____



Capital Clues - Page 2



Rewrite each sentence. Add capitals to sentence starts, names and places.

1. ava went to sydney.

2. on friday leo plays chess.

3. my dog is called not.

4. we visit gran in adelaide.

5. sam and lily read on tuesday.

PREVIEW

Name: _____

ANSWERS

Date: _____



Capital Clues - Page 2



Rewrite each sentence. Add capitals to sentence starts, names and places.

1. ava went to sydney.

Ava went to Sydney.

2. on friday leo plays chess.

On Friday Leo plays chess.

3. my dog is called spot.

My dog is called Spot.

4. we visit gran in adelaide.

We visit Gran in Adelaide.

5. sam and lily read on tuesday.

Sam and Lily read on Tuesday.



End Mark Mission - Page 1



Name: _____

Date: _____

Add a full stop, question mark or exclamation mark.

1. The cat is asleep

2. Where is my book

3. What a huge wave

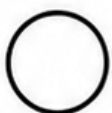
4. I like to eat

5. Can you see the moon

6. Stop

7. We are going home

8. Is that your hat





End Mark Mission - Page 1

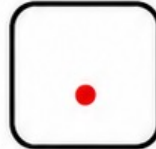


Name: ANSWERS

Date: _____

Add a full stop, question mark or exclamation mark.

1. The cat is asleep



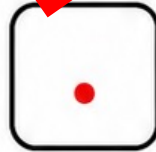
2. Where is my book



3. What a huge wave



4. I like to eat



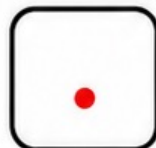
5. Can you see the moon



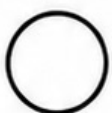
6. Stop



7. We are going home



8. Is that your hat





End Mark Mission - Page 2



Name: _____

Date: _____

Rewrite each sentence with a capital and the best end mark.

1. where is the red ball

2. the baby is sleeping

3. what a bright rainbow

4. can we play outside

5. my lunch is in the bag

6. look out

PREVIEW



End Mark Mission - Page 2



Name: **ANSWERS**

Date: _____

Rewrite each sentence with a capital and the best end mark.

1. where is the red ball

Where is the red ball?

2. the baby is sleeping

The baby is sleeping.

3. what a bright rainbow

What a bright rainbow!

4. can we play outside

Can we play outside?

5. my lunch is in the bag

My lunch is in the bag.

6. look out

Look out!



Spelling and Sense Spotter - Page 1



Name: _____

Date: _____

Circle the misspelt word. Rewrite the sentence correctly.

1. I lik the blue kite.

2. The frog jumpt on a rock.

3. We plaed in the sand.

4. My bag is heavy.

5. I can see a brite star.

6. The dog is hapy.

PREVIEW



Spelling and Sense Spotter - Page 1



Name: ANSWERS

Date: _____

Circle the misspelt word. Rewrite the sentence correctly.

1. I lik the blue kite.

I like the blue kite.

2. The frog jumpst on a rock.

The frog jumped on a rock.

3. We plaed in the sand.

We played in the sand.

4. My bag is hevy.

My bag is heavy.

5. I can see a brite star.

I can see a bright star.

6. The dog is hapy.

The dog is happy.

Name: _____

Date: _____



Spelling and Sense Spotter - Page 2



One word makes each sentence silly.
Cross it out and write a word that makes sense.

1. The fish climbed in the pond.

Better word: _____

2. I wore a sandwich on my head.

Better word: _____

3. The pencil barked at the cat.

Better word: _____

4. We ran in the playground.

Better word: _____

5. The moon slept in my lunchbox.

Better word: _____

6. The bird drove to its nest.

Better word: _____

Name: _____

ANSWERS

Date: _____



Spelling and Sense Spotter - Page 2



One word makes each sentence silly.
Cross it out and write a word that makes sense.

1. The fish climbed in the pond.

Better word: The fish swam in the pond.

2. I wore a sandwich on my head.

Better word: I wore a hat on my head.

3. The pencil barked at the cat.

Better word: The dog barked at the cat.

4. We drank the playground.

Better word: We played in the playground.

5. The moon slept in my lunchbox.

Better word: The apple sat in my lunchbox.

6. The bird drove to its nest.

Better word: The bird flew to its nest.

Name: _____

Date: _____



Space It Out



Draw finger spaces between the words. Rewrite each sentence neatly.

1. Icanseethesun.

2. Mydoglikesbones.

3. Wewenttothepark.

4. Canthefareopen?

5. Thefrogisonthelog.

6. MiaandMaxcanrun.

PREVIEW

Name: **ANSWERS**

Date: _____



Space It Out



Draw finger spaces between the words. Rewrite each sentence neatly.

1. Icanseethesun.

I can see the sun.

2. Mydoglikesbones.

My dog likes bones.

3. Wewenttothepark

We went to the park.

4. CanIhavearedpen?

Can I have a red pen?

5. Thefrogisonthelog.

The frog is on the log.

6. MiaandMaxcanrun.

Mia and Max can run.

Name: _____

Date: _____

Sentence Fix-It - Page 1

Find the problems. Rewrite each sentence correctly.

1. the rabit sat on a log

2. Where is my yelow hat

3. Ican jump very high.

4. sam and mia went to cwin.

5. The spoon ran to school.

6. wow that kite is huge



Name: **ANSWERS**

Date: _____

Sentence Fix-It - Page 1

Find the problems. Rewrite each sentence correctly.

1. the rabit sat on a log

The rabbit sat on a log.

2. Where is my yelow hat

Where is my yellow hat?

3. Ican jump very high.

I can jump very high.

4. sam and mika went to darwin.

Sam and Mika went to Darwin.

5. The spoon ran to school.

The student ate soup with the spoon.

6. wow that kite is huge

Wow, that kite is huge!



Sentence Fix-It - Page 2

Name: _____

Date: _____

Edit each sentence. Tick every tool you used.

1. on saturday we plaed at the beech

☐

C

☐

E

☐

S

☐

M

☐

N

2. Caniseeyournewpuppy

☐

C

☐

E

☐

S

☐

M

☐

N

3. the little bird sing a song

☐

C

☐

E

☐

S

☐

M

☐

N

4. my friend leo lives in hobart

☐

C

☐

E

☐

S

☐

M

☐

N

C capitals, **E** end marks, **S** spelling, **M** makes sense, **N** neat spaces

Sentence Fix-It - Page 2

Name: ANSWERS

Date: _____

Edit each sentence. Tick every tool you used.

1. on saturday we plaed at the beech

On Saturday we played at the beach.



C



E



S



M



N

2. Caniseeyournewpuppy

Can I see your new puppy?



C



E



S



M



N

3. the little bird sing a sweet song

The little bird sings a sweet song.



C



E



S



M



N

4. my friend leo lives in hobart

My friend Leo lives in Hobart.



C



E



S



M



N

C capitals, E end marks, S spelling, M makes sense, N neat spaces

Edit and Illustrate - Beach Morning

Name: _____

Date: _____

Edit the passage. Rewrite it neatly. Draw a picture to match.

on sunday kai went to the beech. he
fownd a shiny shell it was brite and pink.

My neat rewrite:

PREVIEW

My picture:

Edit and Illustrate - Beach Morning

Name: ANSWERS

Date: _____

Edit the passage. Rewrite it neatly. Draw a picture to match.

on sunday kai went to the beech. he
fownd a shiny shell it was brite and pink.

My neat rewrite:

On Sunday Kai went to the beach.

He found a shiny shell.

It was bright and pink.

My picture:

Sample illustration: Kai holding a pink
shell at the beach.

Edit and Illustrate - Garden Surprise

Name: _____

Date: _____

Edit the passage. Rewrite it neatly. Draw a picture to match.

mia lookd under the leef. she saw a tiny
frog can you see its green spots

My neat rewrite:

PREVIEW

My picture:

Edit and Illustrate - Garden Surprise

Name: ANSWERS

Date: _____

Edit the passage. Rewrite it neatly. Draw a picture to match.

mia lookd under the leef. she saw a tiny
frog can you see its green spots

My neat rewrite:

Mia looked under the leaf.

She saw a tiny frog.

Can you see its green spots?

My picture:

Sample illustration: a tiny spotted frog under a leaf.

Five-Step Paragraph Proofread - Page 1

Name: _____

Date: _____

Read the paragraph aloud. Use editing marks to fix the problems.

My five tools

- ☐ Capitals
- ☐ End marks
- ☐ Spelling
- ☐ Makes sense
- ☐ Spaces & neatness

i lost my blue hat on monday.
max helpd me look for it. i
lookd under the seat and
beside the gate. at last i saw
it on the dog.

Changes I noticed:

- ☐ Capitals
- ☐ End marks
- ☐ Spelling
- ☐ Makes sense
- ☐ Spaces & neatness

Five-Step Paragraph Proofread - Page 1

Name: ANSWERS

Date: _____

Read the paragraph aloud. Use editing marks to fix the problems.

My five tools

- ☐ Capitals
- ☐ End marks
- ☐ Spelling
- ☐ Makes sense
- ☐ Spaces & neatness

I i lost my blue hat on monday.

Max helped We
max helpd me look for the

lookd looked under the seat and

beside the gate. At at last I i saw

it on the dog.

Changes I noticed:

- ☒ Capitals
- ☒ End marks
- ☒ Spelling
- ☒ Makes sense
- ☐ Spaces & neatness

Five-Step Paragraph Proofread - Page 2

Name: _____

Date: _____

Rewrite the paragraph neatly. Then check your work.

PREVIEW

- ☐ I used capitals. ☐ I used end marks. ☐ I checked spelling. ☐ My words make sense. ☐ I used spaces and neat writing.

Five-Step Paragraph Proofread - Page 2

Name: ANSWERS

Date: _____

Rewrite the paragraph neatly. Then check your work.

I lost my blue hat on Monday.

Max helped me look for it.

We looked under the seat and beside the gate.

At last I saw it on the dog.

☒ I used capitals.

☒ I used end marks.

☒ I checked spelling.

☒ My words make sense.

☒ I used spaces and neat writing.

The Class Pet News - Assessment Page 1

Name: _____

Date: _____

Score: ____ /10

Read the news. Find and mark every change that will help a reader.

Editing tools

- ☐ Capitals
- ☐ End marks
- ☐ Spelling
- ☐ Makes sense
- ☐ Spaces & neatness

our class pet is pin the boddie. on
tuesday pip escaped from the cage he
fled to the bookshelf. mia helpt mrs
sree bring him back

Scoring

Capitals	End marks	Spelling	Makes sense	Spaces/neatness
/2	/2	/2	/2	/2

The Class Pet News - Assessment Page 1

Name: ANSWERS

Date: _____

Score: 10 /10

Read the news. Find and mark every change that will help a reader.

Editing tools

- ☒ Capitals
- ☒ End marks
- ☒ Spelling
- ☒ Makes sense
- ☒ Spaces & neatness

^Our class pet is ^{Pip}pip the budgie. ^Oon
^Tuesday ^{Pip}pip ^{escaped}escaped from the cage. ^Hhe
^{flew}flew to the bookshelf. ^Mia ^{helped}helped ^{Mrs}mrs
^Green bring him back.

Scoring

Capitals	End marks	Spelling	Makes sense	Spaces/neatness
2/2	2/2	2/2	2/2	2/2

The Class Pet News - Assessment Page 2

Name: _____

Date: _____

Rewrite the news so it is clear and easy to read. Then explain one helpful change.

PREVIEW

One helpful change I made was _____ because _____.

The Class Pet News - Assessment Page 2

Name: **ANSWERS**

Date: _____

Rewrite the news so it is clear and easy to read. Then explain one helpful change.

Our class pet is Pip the budgie.

On Tuesday Pip escaped from the cage.

He flew to the bookshelf.

Mia helped Mrs Green bring him back.

One helpful change I made was _____ because _____.

I fixed the full stops because they show where each sentence ends.

Excellent Editing - Year 1 Rubric

Student: _____

Teacher: _____

Date: _____

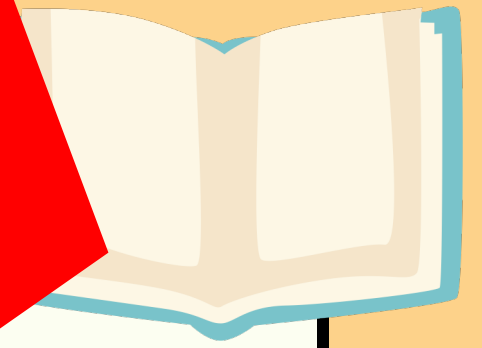
Overall level: _____

CRITERION	BEGINNING	DEVELOPING	ACHIEVING	CONFIDENT	EXCEEDING
1. Re-reading and noticing changes	Needs support to re-read.	Re-reads with some help.	Re-reads and finds some changes.	Finds useful changes independently.	Explains how each change helps.
2. Capitals and proper nouns	Needs support to find capitals.	Finds sentence-start capitals.	Corrects starts and familiar names.	Uses capitals accurately.	Explains and applies capital rules.
3. Sentence end punctuation	Needs support with end marks.	Chooses an end mark with reminders.	Uses full stops and exclamation marks.	Uses . ? and ! accurately.	Explains and applies end marks.
4. Spelling and sentence meaning	Needs support to notice errors.	Notices some spelling or silly words.	Fixes familiar spelling and meaning.	Checks spelling and meaning carefully.	Explains and improves word choices.
5. Spacing, handwriting and final presentation	Needs support with spacing and writing.	Uses some clear spaces.	Uses clear spaces and readable writing.	Presents neat, easy-to-read work.	Presents polished work independently.

Excellent Editing



Learning Intention



We are learning to read our writing and make helpful changes.

Success: I can check capitals, punctuation marks, spelling, meaning and spaces.



What Is Editing?

Editing means reading our words again, noticing what could be clearer and making changes so a reader can understand.



Meet the Five Checks

CAPITALS

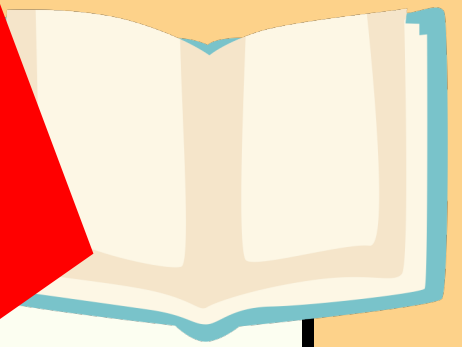
END MARKS

PUNCTUATION

SPACING

SPACES AND NEAT WRITING

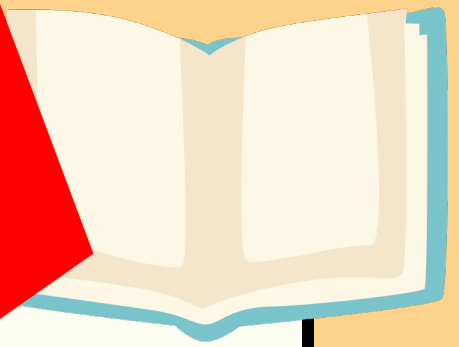
Read the sentence aloud before choosing a change.



Check 1 - Capitals

Start every sentence with capital.

Use capitals for names and familiar place names, such as Mia,
Max and Perth.

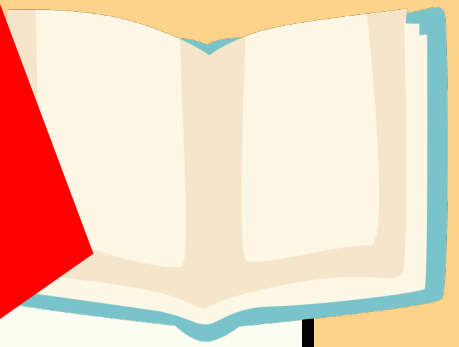


Check 2 - End Marks

Use a full stop for a full sentence.

Use a question mark for a question.

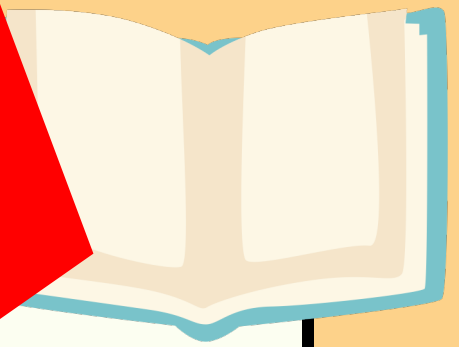
Use an exclamation mark for strong feeling or excitement.



Check 3 - Spelling

Look closely at words you know.

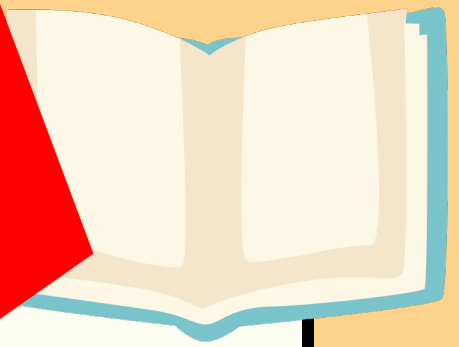
Stretch unknown words. Listen for each sound and use a classroom word source when needed.



Check 4 - Does It Make Sense?

Read the whole sentence aloud.

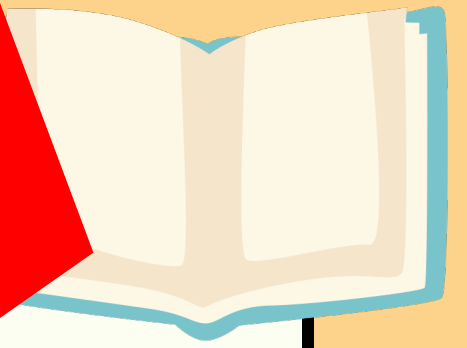
Change words when the sentence sounds wrong or the meaning is unclear.



Check 5 - Spaces and Neat Writing

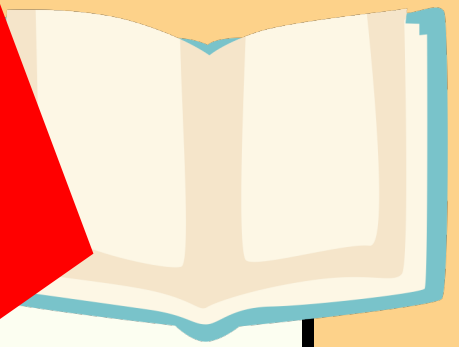
Put one clear space between words.

Form letters carefully so another reader can read every word.



What Should We Notice?

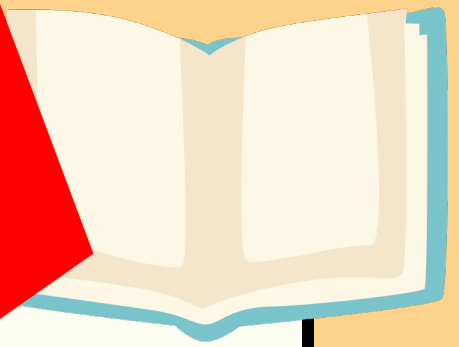
on monday i playd with max



Think-Aloud Edit

On Monday I played with Max.

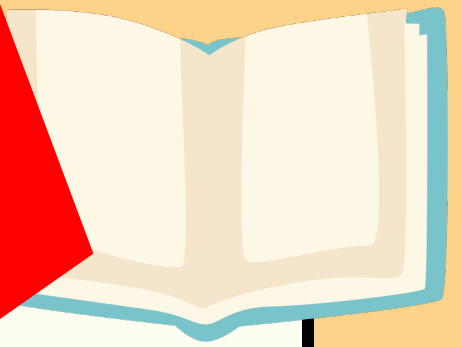
We fixed the sentence to start capital, Monday, Max, played and
the full stop.



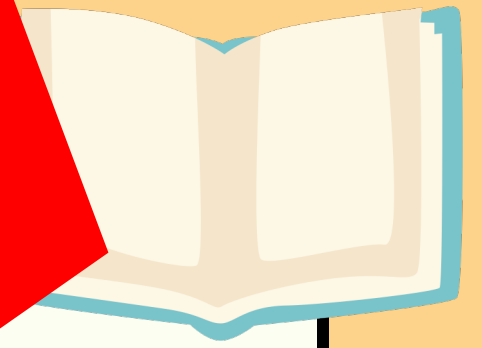
Guided Practice

where is my red hat

Where is my red hat?



Your Editing Routine



1. Read aloud.
2. Check one thing at a time.
3. Make a change.
4. Re-read.
5. Explain how the change helped the reader.





Well Done
You are ready to be an
excellent editor.



Excellent Editing Quiz



Question One - Multiple Choice

Which sentence begins correctly?

A my dog ran.

B My dog ran.

C my Dog ran.

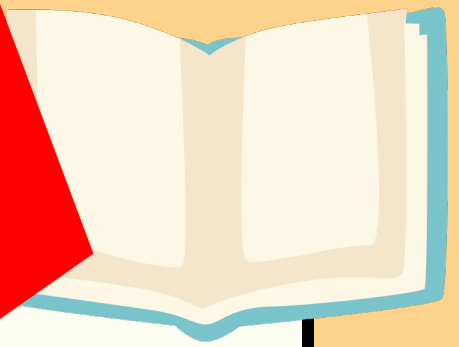
D MY dog ran.



Answer One

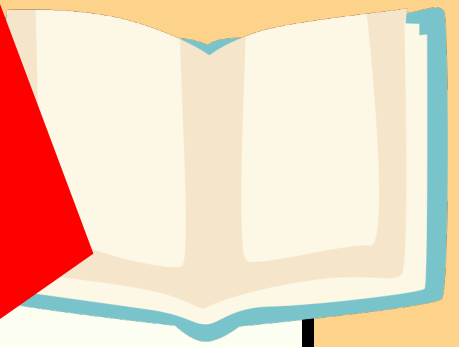
Every sentence

beginning with a capital letter.



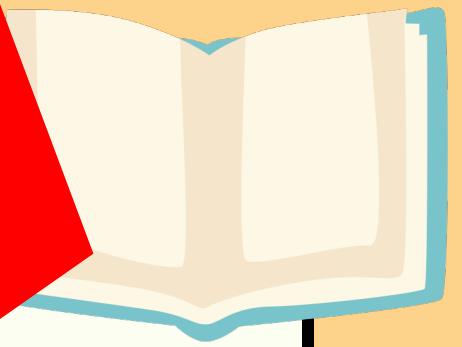
Question 2 - True or False

Every sentence should begin with a capital letter.



Answer 2

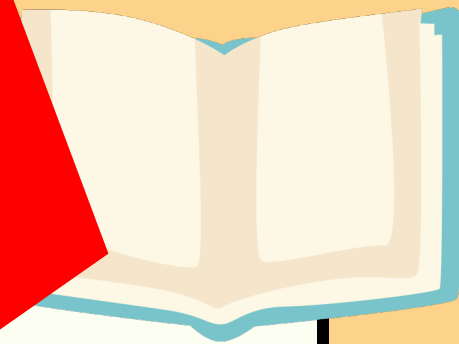
True.



Question 3 - Short Answer

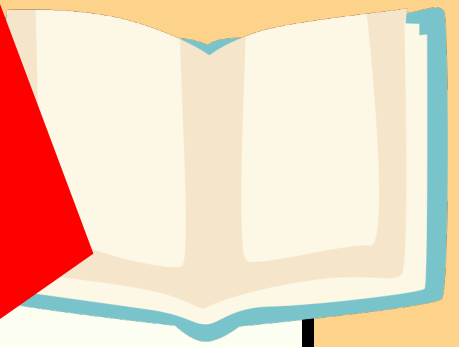
Add the correct end mark:

Where is my hat



Answer 2

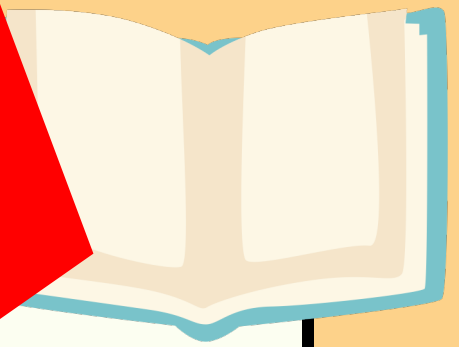
Where is my hat?



Question 4 - Multiple Choice

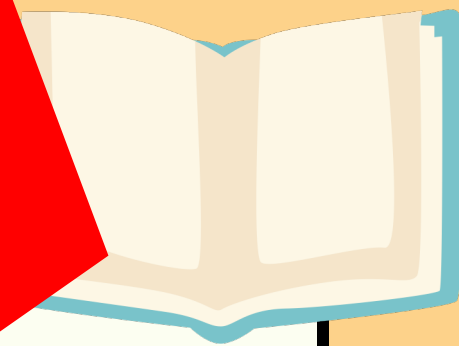
Which word fixes I lik to read

- A in
- B like
- C lake
- D look



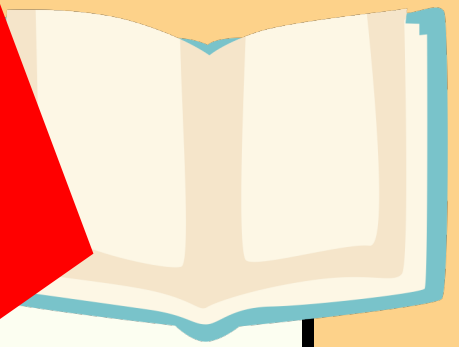
Answer 11

B - like.



Question 5 - True or False

“Sam went to Perth.” use capitals correctly for a name and a place.



Answer 5

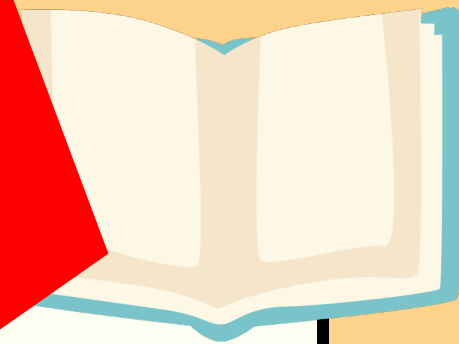
True.



Question 6 - Short Answer

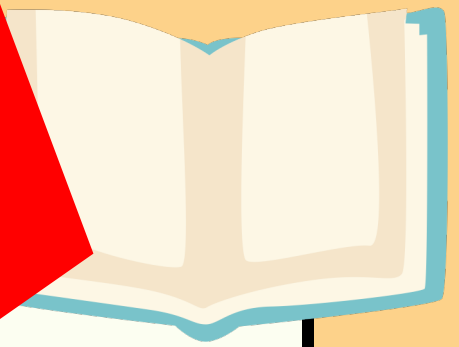
Revised correctly:

re cat naps



Answer c

The cat naps.



Question 7 - Multiple Choice

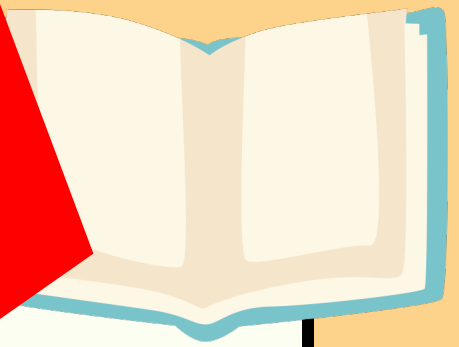
Which sentence makes sense?

A The fish is in a cup.

B The cup swam fast.

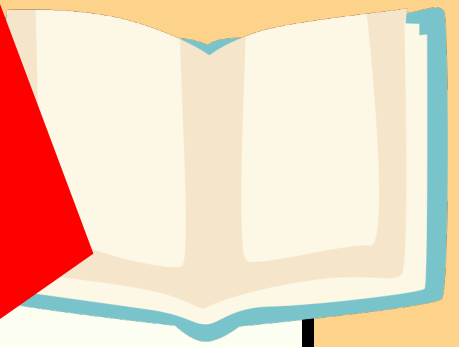
C The fish swam fast.

D Fast fish the.



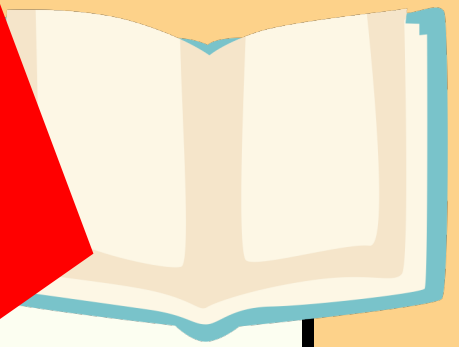
Answer 2

C The fish swam fast.



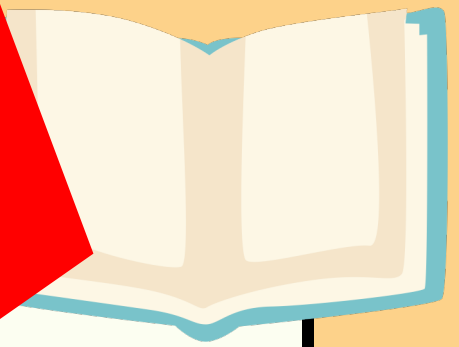
Question 8 - True or False

“Wow!” ends with a suitable end mark.



Answer 8

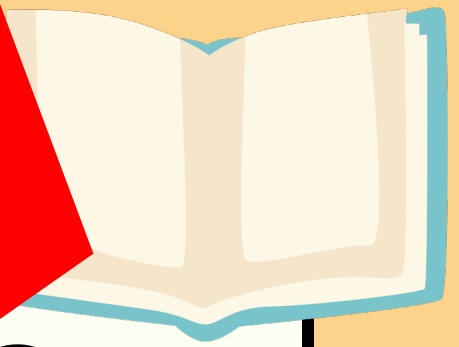
True.



Question Nine - Short Answer

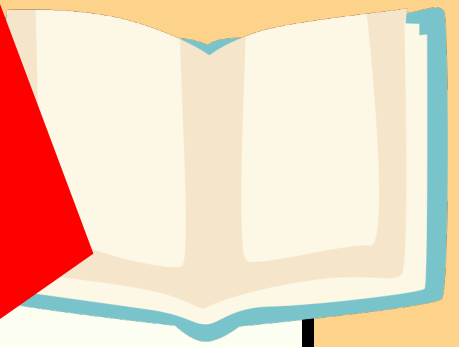
Fix the spacing.

Ice see the moon.



Answer Nine

I can see the moon.



Question 10 - Multiple Choice

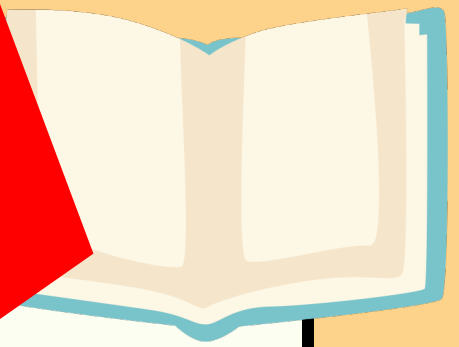
Which is the best edit of “Mia likes the big dog”?

A Mia likes the big dog.

B mia likes the big dog

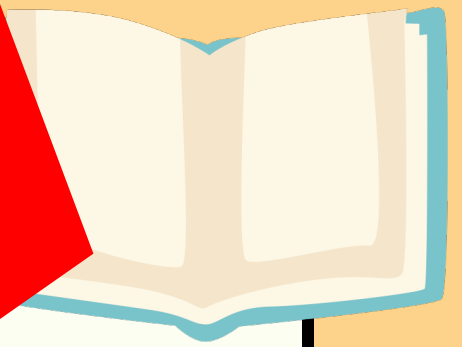
C Mia likes the big dog!

D mia likes big the dog.



Answer is

A Mike likes the big dog.





Well Done!



PREFACE