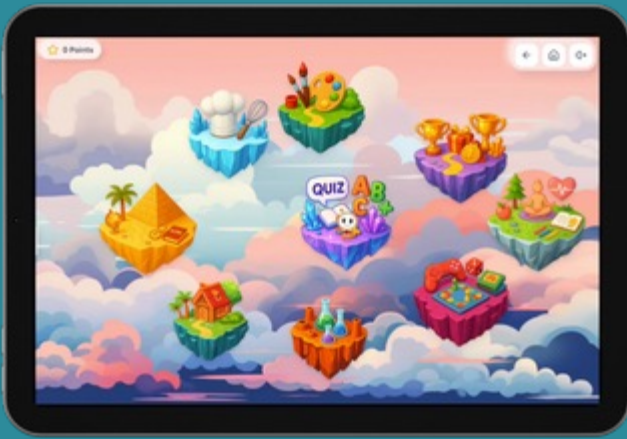


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Proofreading - Year 5

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≡ COPS ≡

PROOFREADING STRATEGY

Make four focused passes

C



C – CAPITALISATION

Check sentence starts, proper nouns, titles and the pronoun I.

O



O – ORGANISATION

Check ideas are clear, ordered and grouped into paragraphs.

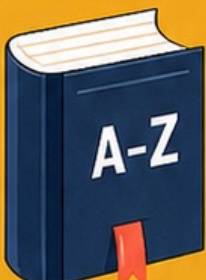
P



P – PUNCTUATION

Check sentence endings, commas, apostrophes and quotation marks.

S



S – SPELLING

Check tricky words, homophones and words a spellchecker may miss.

≡ Read slowly. Mark changes. Check again. ≡



COPS CASE FILES



Spot the error. Name the COPS check. Rewrite it correctly.



CASE 1

Last Friday we
visited the museum.



CASE 2

First, we ate lunch.
Then, we left school.



CASE 3

Mia asked "Are we
ready to go?"



CASE 4

The koala climbed
onto its favourite
branch.



CASE 5

Our team practised
for weeks the final
game was close.



CASE 6

We planted seeds.
The garden grew.
Our first step was
choosing a sunny spot.



CASE 7

Uncle Sam lives in
Perth near the Swan
river.



CASE 8

I new the answer,
but I wrote it on
the wrong line.



COPS CASE FILE SORTING BOARD



Place each case card under the COPS check that will help most.

**C — CAPITALISATION**
sentence starts • names • places

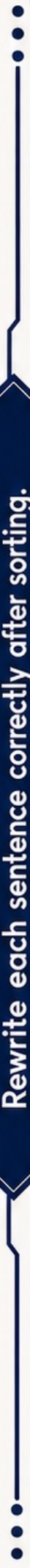
**O — ORGANSISATION**
order of paragraphs • clear ideas

**P — PUNCTUATION**
stops • commas • apostrophes • speech marks

**S — SPELLING**
tricky words • homophones • dictionary

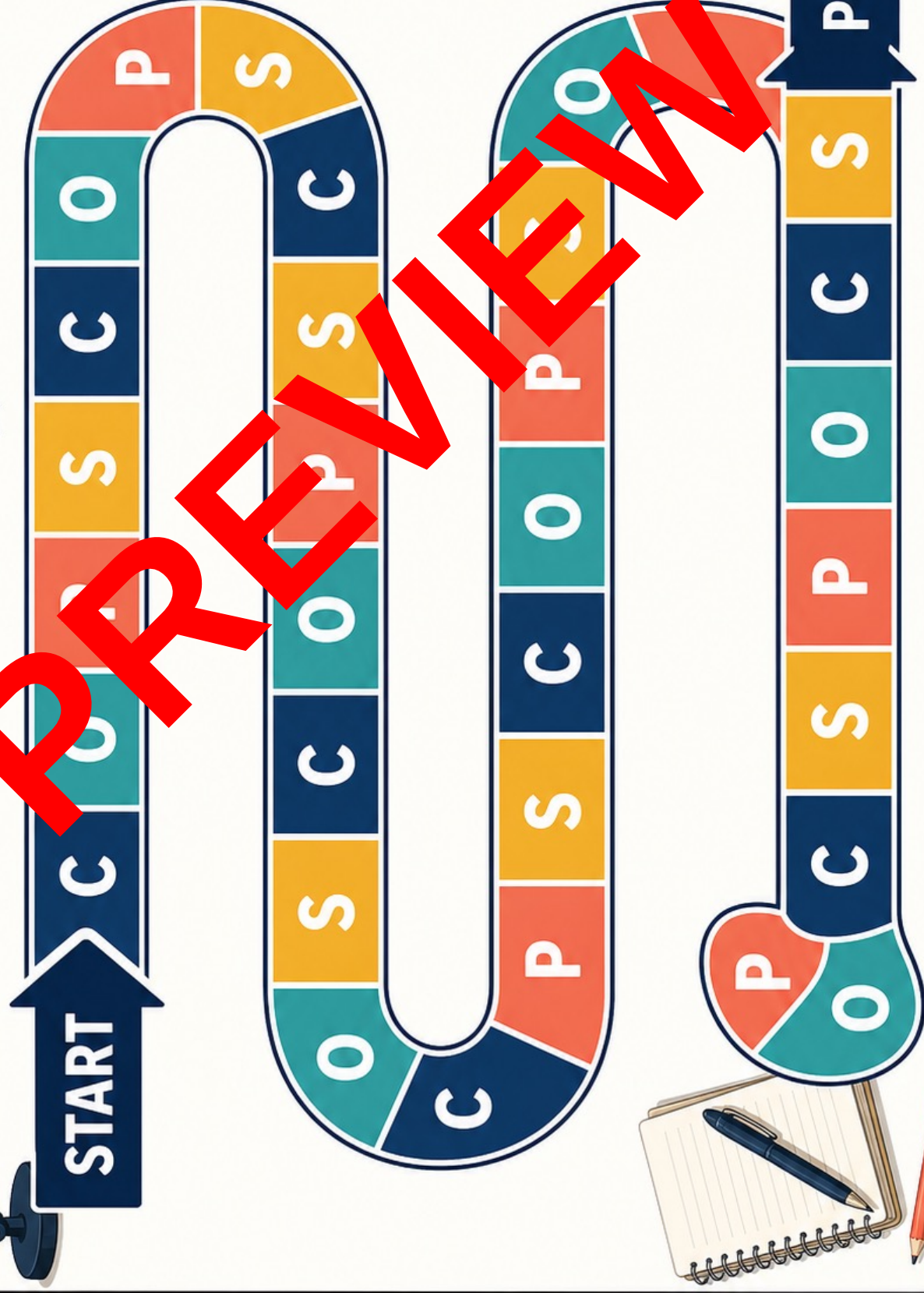
PREVIEW

Rewrite each sentence correctly after sorting.





PROOFREADING PURSUIT



HOW TO PLAY

1. Roll, move and draw a card that matches your space.
2. Correct the error or explain the strategy.
3. If your answer is correct, stay. If not, move back one.

First editor to reach
PUBLISH wins.





PROOFREADING PURSUIT CARDS



Find the card that matches your space.



C1



Correct: on monday,
aria visited darwin.

C2



Which words need
capital letters?
/ auroch and
lives in c.

C3



Name two types
of proper nouns.

O1



Which comes first:
plan the main idea or
draft the ending?

O2



Name one sign that
a new paragraph
is needed.

O3



Reorder: Finally, water it.
First, fill the pot. Next,
add the seedling.

P1



Apply punctuation:
Watch out!

P2



Choose: The dogs tail
or The dog's tail

P3



Punctuate: I found
it said Leo

S1



Choose: Put your bag
over their or there.

S2



Correct the spelling:
definitely

S3



Name one habit that
helps you check spelling.

Name: _____

Date: _____



CAPITALISATION CLINIC A

Rewrite each sentence with the correct capital letters.

1. last monday, priya visited the melbourne museum.

2. my uncle ben works at royal children's hospital.

3. in july, our class will read charlotte's web.

4. the murray river flows through new south wales and victoria.

5. "i packed the atlas" said noah.

6. professor allis spoke to year 5 about antarctica.

7. on australia day, maya played advance australia fair.

8. our principal, ms garcia, welcomed students from japan.

PREVIEW

ANSWERS

Date: _____



CAPITALISATION CLINIC A

Rewrite each sentence with the correct capital letters.

1. last monday, priya visited the melbourne museum.

Last Monday, Priya visited the Melbourne Museum.

2. my uncle ben works at royal children's hospital.

My uncle Ben works at Royal Children's Hospital.

3. in july, our class will read charlotte's web.

In July, our class will read Charlotte's Web.

4. the murray river flows through new south wales and victoria.

The Murray River flows through New South Wales and Victoria.

5. "i packed the atlas case," noah said.

"I packed the atlas," said Noah.

6. professor ellis spoke to year 5 about antarctica.

Professor Ellis spoke to Year 5 about Antarctica.

7. on australia day, maya played advance australia fair.

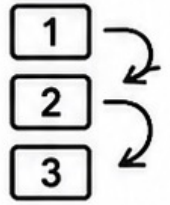
On Australia Day, Maya played Advance Australia Fair.

8. our principal, ms garcia, welcomed students from japan.

Our principal, Ms Garcia, welcomed students from Japan.



ORGANISE IT!



Name: _____

Date: _____

1. Number the sentences 1–4 in the best order.

- ☐ Finally, we shared the salad.
- ☐ First, we washed the vegetables.
- ☐ Then, we chopped them safely.
- ☐ Next, we arranged them in a bowl.

2. Write P1 or P2 to group the sentences into two paragraphs.

- ☐ A. Our class designed bird shelters.
- ☐ B. We measured timber and drew plans.
- ☐ C. The fete opened on Saturday morning.
- ☐ D. Families brought cakes and plants.
- ☐ E. We tested each shelter outside.
- ☐ F. Volunteers packed up at noon.

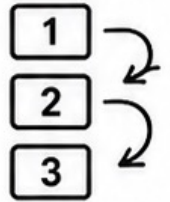
3. Cross out the sentence that does not belong.

Koalas sleep for many hours each day. They eat eucalyptus leaves. My favourite sport is basketball. Strong claws help them climb.

Write a clear topic sentence for a paragraph about koalas.



ORGANISE IT!



ANSWERS

Date: _____

1. Number the sentences 1–4 in the best order.

- 4** Finally, we shared the salad.
- 1** First, we washed the vegetables.
- 2** Then, we chopped them safely.
- 3** Next, we arranged them in a bowl.

2. Write P1 or P2 to group the sentences into two paragraphs.

- P1** A. Our class designed bird shelters.
- P1** B. We measured timber and drew plans.
- P2** C. The fete opened on Saturday morning.
- P2** D. Families brought cakes and plants.
- P1** E. We tested each shelter outside.
- P2** F. Volunteers packed up at noon.

3. Cross out the sentence that does not belong.

Koalas sleep for many hours each day. They eat eucalyptus leaves. My favourite ~~sport is basketball~~. Strong claws help them climb.

Write a clear topic sentence for a paragraph about koalas.

Koalas have special features and habits that help them survive.



PUNCTUATION PATROL

’ .

Name: _____

Date: _____

Add capitals and missing punctuation. Rewrite each sentence.

1. watch out the paint is wet

2. after lunch we packed brushes glue and scissors

3. its lucas turn to present

4. mia whispered i think the puppy is mine

5. did you see the tinbox asked ava

6. the cyclists helmets were stored beside the gate

7. although it rained we finished the match

8. no i havent lost the library book

PREVIEW



PUNCTUATION PATROL

’ .

ANSWERS

Date: _____

Add capitals and missing punctuation. Rewrite each sentence.

1. watch out the paint is wet

Watch out! The paint is wet.

2. after lunch we packed brushes glue and scissors

After lunch, we packed brushes, glue and scissors.

3. its lucas turn to present

It's Lucas's turn to present.

4. mia whispered i think the puppy is hiding

Mia whispered, "I think the puppy is hiding."

5. did you see the rainbow asked ava

"Did you see the rainbow?" asked Ava.

6. the cyclists helmets were stored beside the gate

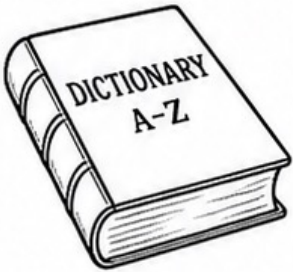
The cyclists' helmets were stored beside the gate.

7. although it rained we finished the match

Although it rained, we finished the match.

8. no i havent lost the library book

No, I haven't lost the library book.



SERIOUS SPELLING



Name: _____

Date: _____

A. Circle the correct word.

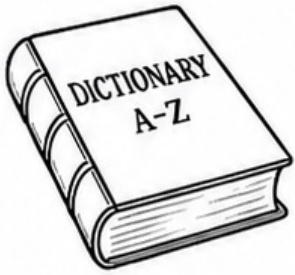
1. Please place your lunch over (there / their).
2. (You're / Your) responsible for the equipment.
3. The dog wagged (its / it's) tail.
4. We could (hear / here) the band from the oval.
5. I (knew / new) the route to the mall.
6. The hikers packed (to / too / toe) torches.

B. Rewrite each misspelled word correctly.

1. definitely _____
2. separate _____
3. beginning _____
4. favorite _____
5. necessary _____
6. environment _____



Proofreading tip: Check whether the word makes sense in the sentence.



SERIOUS SPELLING



ANSWERS _____

Date: _____

A. Circle the correct word.

1. Please place your lunch over (there) / their).
2. (You're) / Your) responsible for the equipment.
3. The dog wagged (its) / it's) tail.
4. We could (hear) / here) the band from the oval.
5. I (knew) / new) the route to the mall.
6. The hikers packed (two) / to / too) torches.

B. Rewrite each misspelled word correctly.

- | | |
|---------------|--------------------|
| 1. definitely | <u>definitely</u> |
| 2. seperate | <u>separate</u> |
| 3. begining | <u>beginning</u> |
| 4. faverite | <u>favourite</u> |
| 5. neccessary | <u>necessary</u> |
| 6. enviroment | <u>environment</u> |



Proofreading tip: Check whether the word makes sense in the sentence.



MIXED COPS PRACTICE

— Community Garden Report —



Name: _____

Date: _____

Find and correct at least 14 errors. Label each correction C, O, P or S.

last term, our Year 5 class planned a community garden. First we chose a sunny place near the library. Then, we asked the principal for permission. The garden would grow herbs, tomatoes and native flowers. My favourite sport is tennis. On planting day, mia brought gloves, but she forgot her hat. we dug small holes and carefully placed each seedling in they're new home. A local gardener showed us how too save water. Finally, our class shared the harvest with the school canteen. The plants grew quickly we measured them each friday. The tallest sunflower reached 82 centimetres. The project was a success because everyone worked together.

C Capitalisation

☐

O Orthography

☐

P Punctuation

☐

S Spelling

☐

Rewrite the sentences that need the biggest changes.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



MIXED COPS PRACTICE

Community Garden Report



ANSWERS _____

Date: _____

Find and correct at least 14 errors. Label each correction C, O, P or S.

last term, our Year 5 class planned a community garden. First we chose a sunny place near the library. Then, we asked the principal for permission. The garden would grow herbs, tomatoes and native flowers. ~~My favourite sport is tennis.~~ On planting day, Mia brought gloves, but she forgot her hat. we dug small holes and carefully placed each seedling in their new home. A local gardener showed us how to save water. Finally, our class shared the harvest with the school canteen. The plants grew quickly we measured them each Friday. The tallest sunflower reached 82 centimetres. The project was a success because everyone worked together.

C Capitalisation

4

Organisation

2

P Punctuation

4

S Spelling

4

Rewrite the sentences that need the biggest changes.

1. Last term, our Year 5 class planned a community garden. First, we chose
2. a sunny place near the library. Then, we asked the principal for permission.
3. The garden would grow herbs, tomatoes and native flowers. On planting day,
4. Mia brought gloves, but she forgot her hat. We dug small holes and carefully
5. placed each seedling in its new home. A local gardener showed us how to save water.
6. The plants grew quickly. We measured them each Friday. The
7. tallest sunflower reached 82 centimetres. Finally, our class shared the harvest
8. with the school canteen. The project was a success because everyone worked together.



EDITOR'S CHALLENGE



Camp Newsletter

Name: _____

Date: _____

Proofread the draft. There are 18 COPS errors. Rewrite the final corrected paragraph.

on tuesday, Year 5 travelled to lake ember for camp. The bus ride was long but everyone stayed cheerful. After we arrived our instructors explained the saftey rules. First, we put our bags in the cabins. Finally, we met our gro leaders. Next, we ate lunch. The aftnno activities included canoeing archery and bushwalking. "Remember your wa bottle called ms chen. Their was a steep hill on the walking track, however the view was definately worth it. At night we heard possums near there trees. The campfire stories were exciting we didnt want them to end.

C	_____
O	_____
P	_____
S	_____

Final corrected paragraph:





EDITOR'S CHALLENGE



Camp Newsletter

ANSWERS

Date: _____

Proofread the draft. There are 18 COPS errors. Rewrite the final corrected paragraph.

on tuesday, Year 5 travelled to lake ember for camp. The bus ride was long but everyone stayed cheerful. After we arrived our instructors explained the saftey rules. First, we put our bags in the cabins. Finally, we met our gro leaders. Next, we ate lunch. The aftnno activities included canoeing archery and bushwalking. "Remember your watr bottle" called ms chen. Their was a steep hill on the walking track, however a view was definately worth it. At night, we heard possums near there trees. The campfire stories were exciting we didnt want them to end.

C	5
O	2
P	7
S	4

Final corrected paragraph:

On Tuesday, Year 5 travelled to Lake Ember for camp. The bus ride was long, but everyone stayed cheerful. After we arrived, our instructors explained the safety rules. First, we put our bags in the cabins. Next, we ate lunch. Finally, we met our group leaders. The afternoon activities included canoeing, archery and bushwalking. "Remember your water bottle," called Ms Chen. There was a steep hill on the walking track; however, the view was definitely worth it. At night, we heard possums near their trees. The campfire stories were exciting, and we didn't want them to end.





PROOFREADING ASSESSMENT

Wildlife Rescue Update — Page 1



Name: _____

Date: _____



Use COPS to proofread the report. Mark every change. Do not rewrite yet.

last saturday, volunteers at coastal wildlife rescue released a young pelican. The bird had arrived three weeks earlier with fishing line around its wing. First, the team checked its weight and feathers. Next they carried it to a quiet beach. "Keep back please" called ranger ali. The pelican looked nervous but it soon walked toward the water. Everyone watched as it spread its wings, ran across the sand and lifted into the air. The volunteers cheered they were proud of their careful work. A photographer recorded the moment for the centres newsletter. Finally, the team packed the equipment and left the beach clean.

C

O

P

S



Check the whole report once more before moving to Page 2.



PROOFREADING ASSESSMENT

Wildlife Rescue Update — Page 1



ANSWERS

Date: _____



Use COPS to proofread the report. Mark every change. Do not rewrite yet.

Last Saturday Coastal Wildlife Rescue
last saturday, volunteers at coastal wildlife rescue
released a young pelican. The bird had been injured three
weeks earlier with fishing line around its wing.
First, the team checked its weight and feathers. Next,
they carried it to a quiet beach. “Keep back please
“Keep back, please,” called Ranger Ali.
The pelican looked nervous but it
soon walked toward the water. Everyone watched as
it spread its wings, ran across the sand and lifted
into the air. The volunteers cheered they were proud
of their careful work. A photographer recorded the
moment for the centre's newsletter. Finally, the team
packed the equipment and left the beach clean.

C
5

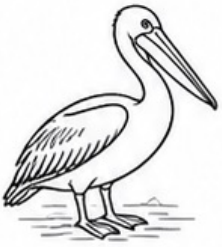
O
1

P
4

S
3



Check the whole report once more before moving to Page 2.



PROOFREADING ASSESSMENT

Wildlife Rescue Update — Page 2



Name: _____

Date: _____

1. Rewrite the fully corrected report in two clear paragraphs.

2. Explain three corrections.

Original	Correction	COPS check	Why the change was needed

3. Self-check

I used capital letters accurately.	☐
My ideas are ordered and grouped.	☐
My punctuation makes meaning clear.	☐
I checked spelling in context.	☐



PROOFREADING ASSESSMENT

Wildlife Rescue Update — Page 2



ANSWERS

Date: _____

1. Rewrite the fully corrected report in two clear paragraphs.

Last Saturday, volunteers at Coastal Wildlife Rescue released a young pelican. The bird had arrived three weeks earlier with fishing line around its wing. First, the team checked its weight and feathers. Next, they carried it to a quiet beach. "Keep back, please," called Ranger Ali. The pelican looked nervous, but it soon walked towards the water.

Everyone watched as it spread its wings, ran across the sand and lifted into the air. The volunteers cheered. They were proud of their careful work. A photographer recorded the moment for the centre's newsletter. Finally, the team packed the equipment and left the beach clean.

2. Explain three corrections.

Original	Correction	COPS check	Why the change was needed
last saturday	Last Saturday	C	Sentence start and day name need capitals.
it's wings	its wings	S	Possessive its has no apostrophe.
cheered they	cheered. They	P	Separate two complete sentences.

3. Self-check

I used capital letters accurately.	☒
My ideas are ordered and grouped.	☒
My punctuation makes meaning clear.	☒
I checked spelling in context.	☒



PROOFREADING YEAR 5 RUBRIC



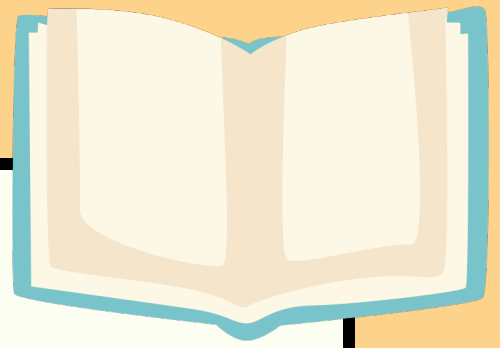
Criteria	BEGINNING	DEVELOPING	ACHIEVING	CONFIDENT	EXCEEDING
Capitalisation	Misses many basic capitals.	Corrects some capitals with support.	Corrects most sentence and proper-noun capitals.	Corrects capitals accurately and explains choices.	Applies capital conventions consistently in complex text.
Organisation	Ideas are difficult to follow.	Notifies about order of paragraph problems.	Improves order, paragraphs and topic focus.	Strengthens flow and removes irrelevant ideas.	Reshapes ideas for clear, purposeful cohesion.
Punctuation	Misses many sentence boundaries.	Corrects some common punctuation.	Corrects most stop, comma and apostrophe and speech marks.	Uses punctuation accurately to clarify meaning.	Controls varied punctuation in complex sentences.
Spelling	Misses frequent spelling errors.	Corrects familiar words with support.	Corrects most errors and common homophones.	Checks spelling in context and uses reference well.	Explains and corrects subtle spelling choices.
Proofreading process	Makes one quick check.	Uses parts of COPS with prompting.	Uses all four COPS passes.	Checks systematically and justifies key changes.	Edits independently, precisely and reflectively.



Proofreading



Learning intention



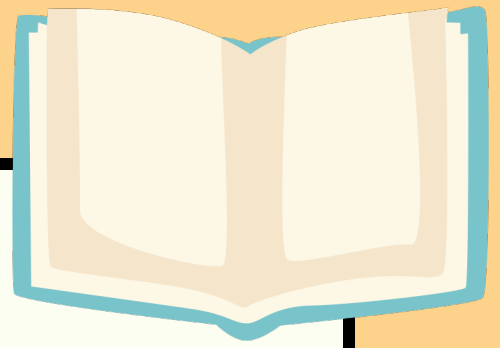
Today we are learning to proofread for writing systematically.

Success criteria:

- I can use COPS to check capitals, organisation, punctuation and spelling.
- I can use proofreading marks and explain my corrections.
- I can improve a draft without changing the writer's meaning.



Where proofreading fits



Plan → Draft → Revise → Proofread → Publish

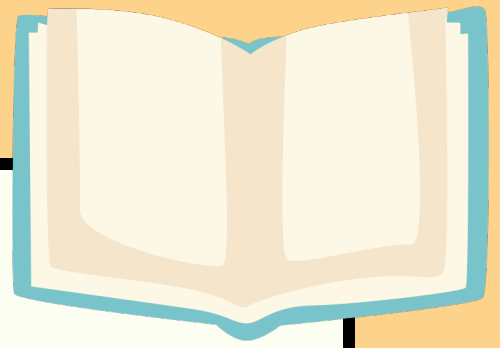
Revision improves ideas, order and detail.

Proofreading comes afterwards. It corrects surface errors so readers can follow the original message.

A strong writer revises first, then proofreads carefully.



Why proofread?



Proofreading helps your reader focus on your message—not your mistakes.

It makes writing easier to understand and more trustworthy.

It shows care for your audience and pride in your work.

Even experienced writers proofread before they publish.



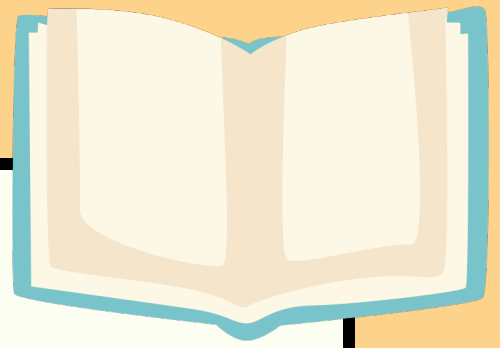
A calm proofreading routine



1. Finish revising the ideas and structure.
2. Take a short break, then return with fresh eyes.
3. Read slowly—aloud if possible.
4. Check one CARS category at a time.
5. Mark corrections clearly, then reread the whole piece.



Meet COPS



- C – Capitals: sentence starts and proper nouns
 - O – Organisation: order paragraphs and missing words
 - p – Punctuation: sentence ending, commas and apostrophes
 - S – Spelling: accurate words that make sense in context
- One category at a time makes proofreading manageable.





C: Capitals

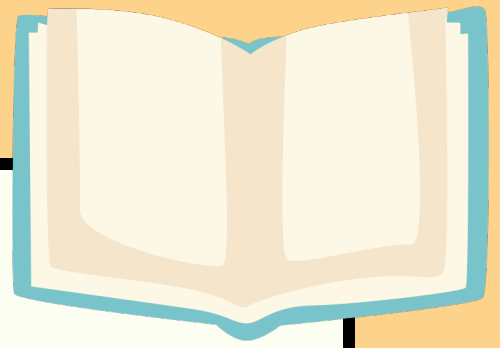
Ask:

- Does every sentence begin with a capital letter?
- Are names, places, days, months and titles capitalised?
- Have I avoided using capitals inside sentences?

Circle or underline the letter that needs changing.



Capital model



Draft: on monday, maya visited the great barrier reef museum.

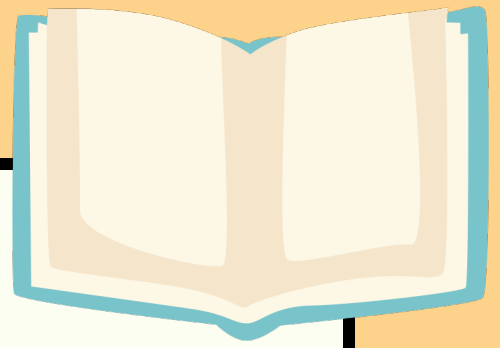
Proofread: On Monday, Maya visited the Great Barrier Reef Museum.

Why? The sentence start, day of the week and official place name all need capitals.

Conjunction is complete



O: Organisation

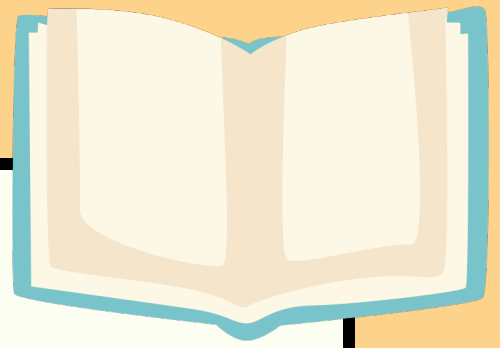


Ask:

- Are the ideas in a logical order?
- Does each paragraph focus on the main idea?
- Are any words or sentences missing or repeated?
- Do linking words help the reader move between ideas?



Organisation model



Mixed order:

Finally, we planted the seedling. First, we dug a hole. Next, we loosened the roots.

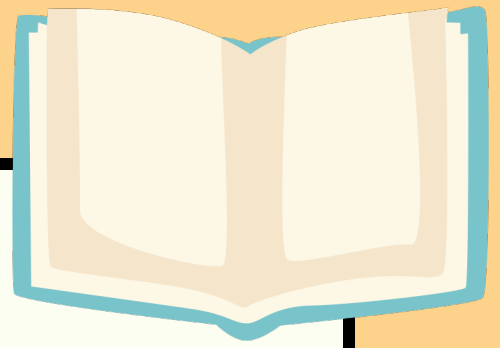
Improved order:

First we dug a hole. Next we loosened the roots. Finally, we planted the seedling.

The sentence now matches the actions.



P: Punctuation

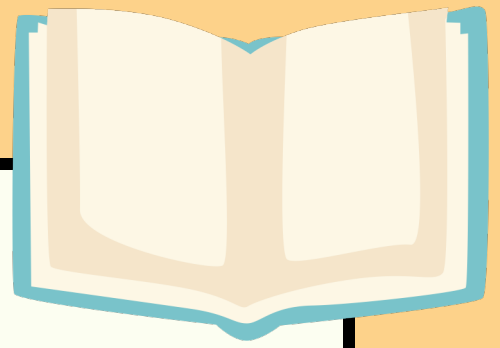


Ask:

- Does every sentence end correctly?
- Are commas used for lists, pauses and introductory words?
- Do apostrophes show contractions or possession accurately?
- Are quotation marks placed around direct speech?



Punctuation model



Draft: After lunch we packed hats, water, maps and snacks.

Proofread: After lunch, we packed hats, water, maps and snacks.

Why? The opening phrase needs a comma, list items need commas, and the sentence needs a full stop.

Proofreading is not the goal—CCSS keeps every check connected.





S: Spelling

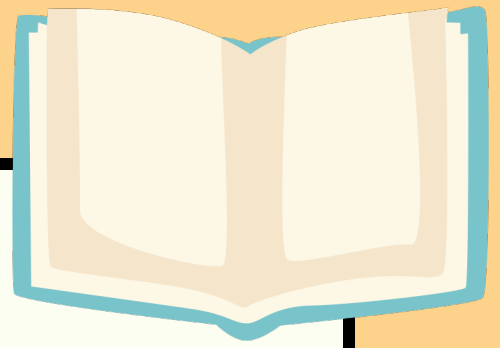
Ask:

- Does each word look right and sound right in the sentence?
- Have I checked for tricky endings, double letters and homophones?
- Can I use a dictionary, word wall or trusted reference?

Read backwards word by word to slow your eyes down.



Spelling model



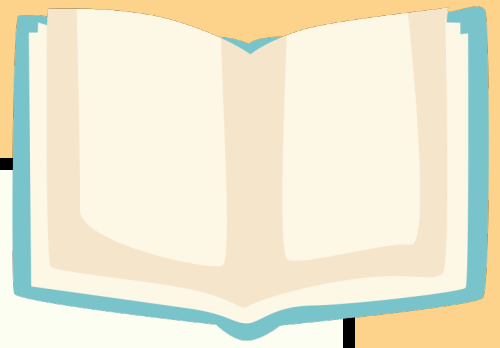
Draft: The rescue centre recieved a suply of delivery of bandages.

Proofread: The rescue centre received a supply of delivery of bandages.

Strategy: say the word, notice the tricky part, check a reference, then reread in context.

S is about 1/2 as wide as letter patterns.





Useful proofreading marks

Insert — add a missing letter, word or punctuation mark.

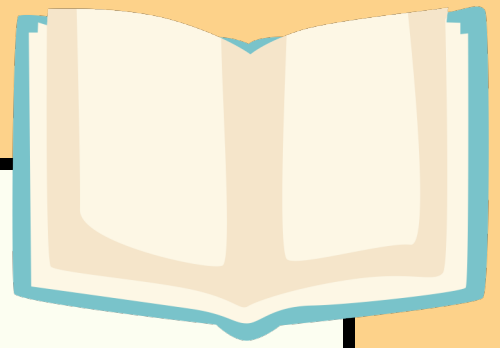
Delete — cross out something that should be removed.

Transpose — show that two letters or words must swap places.

New paragraph — mark where a new idea or speaker begins.

Write the correct meaning so another reader can understand it.





Spellcheck can miss errors

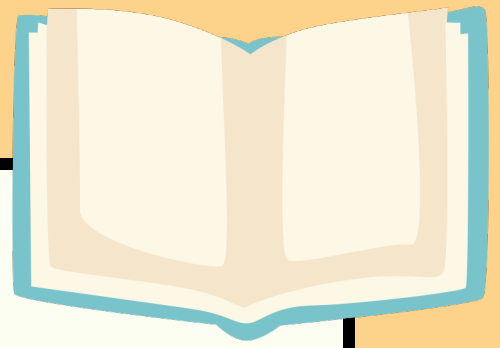
A computer checks whether a word exists; it may not know whether it is the right word.

Their going to the oval. → I'm going to the oval.

I red the article yesterday. → I read the article yesterday.

Use digital tools to help, then make the final decision yourself.





A complete COPS model

Draft: last saturday our class visited the sanctuary we saw two wombats and their keeper.

C: Last Saturday

O: visited (past tense keeps the account consistent)

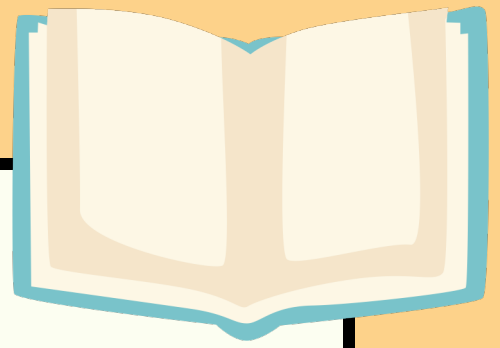
P: And a fun trip to the sanctuary and at the end.

S: the keeper

Final: Last Saturday, our class visited the sanctuary. We saw two wombats and their keeper.



Your COPS checklist



- C – Check sentence starts and stops.
 - O – Check order, paragraphs, missing words and repetition.
 - p – Check ending, commas, apostrophes and quotation marks.
 - S – Check tricky words and meaning in context.
- Finally read the corrected version from beginning to end.





Your turn

Choose a paragraph from your current writing.

Use a different pass for each CO category.

Mark every change clearly and explain one correction to a partner.

Then create a clean final version and reread it once more.





PREVIEW

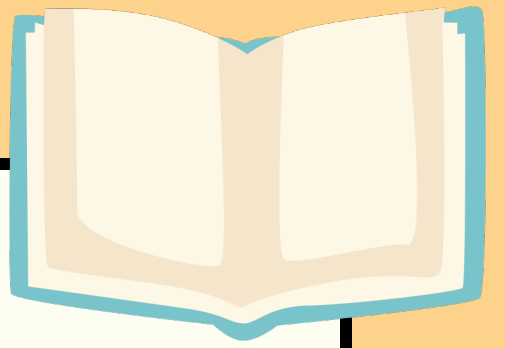
Well Done!



Proofreading Quiz



Question 1



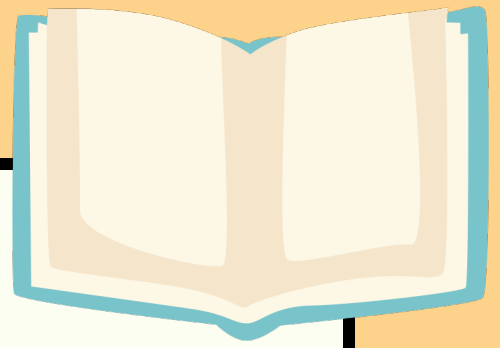
True or false:

Proofreading usually happens after the writer has revised ideas and structure.



PREVIEW

Answer 1

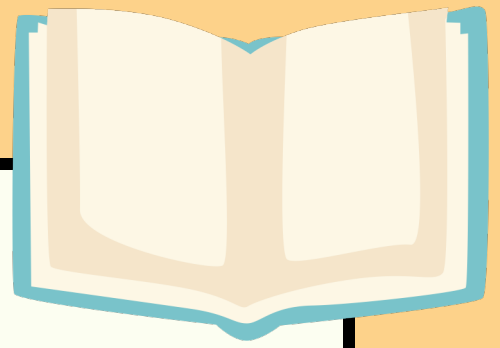


True.

Revision strengthens meaning and organisation first. Proofreading then checks surface accuracy before publishing.



Question 2

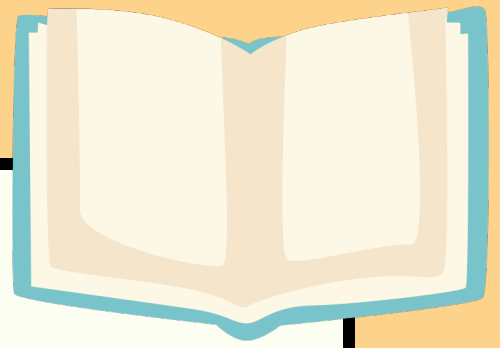


Which COPS letter reminds you to check sentence starts and proper nouns?

- A. C
- B. O
- C. P
- D. S



Answer 2

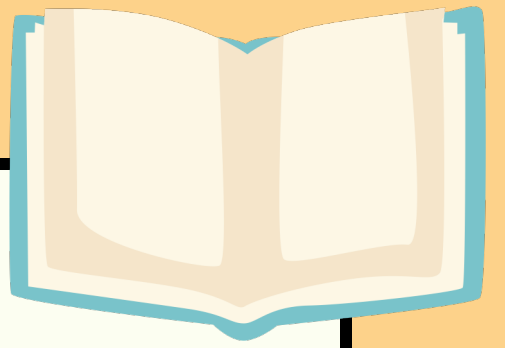


A. C — Capitals

Check the first letter of each sentence and names of people, places, days, months and official titles.



Question 3



Rewrite this sentence with correct capitals.
on friday, leila visited the national gallery of victoria.





Answer 3

On Friday, Leila visited the National Gallery in Victoria.

The sentence start, day, person and official place name require capitals.





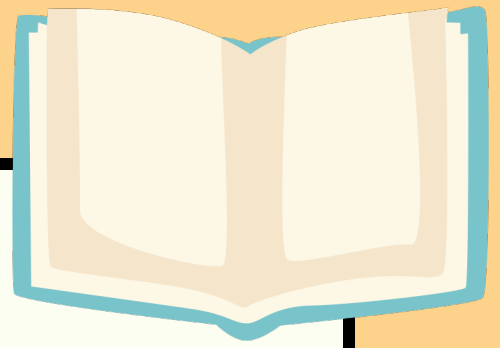
Question 4

Which order is clearest?

- A. Finally pack the soil. First dig a hole. Next add the plant.
- B. First dig a hole. Next add the plant. Finally pack the soil.
- C. Next add the plant. Finally pack the soil. First dig a hole.



Answer 4



B.

The sequence words and actions progress in logical order: first, next, finally.





Question 5

Choose the correctly punctuated sentence.

A. After school we packed pencils rulers, and glue.

B. After school, we packed pencils rulers and glue.

C. After school we packed pencils rulers, and glue.





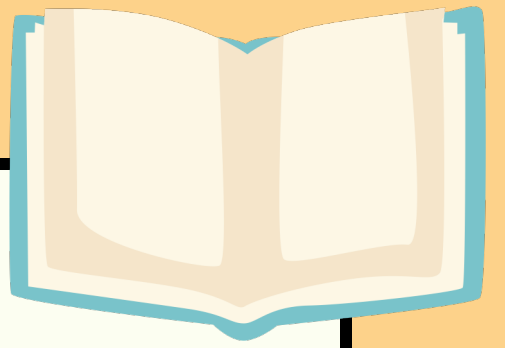
Answer 5

B.

A comma follows the introductory phrase, commas separate list items, and a full stop closes the sentence.



Question 6



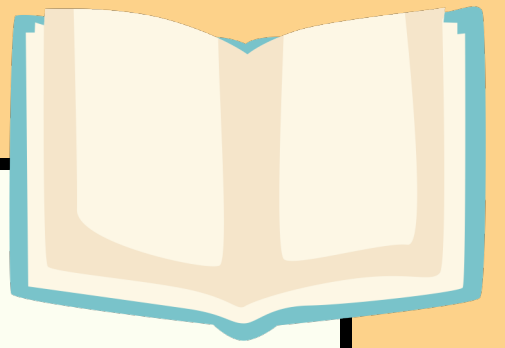
Which spelling is correct?

- A. recieve
- B. receeve
- C. receive
- D. rieve



PREVIEW

Answer 6



C. receive

Check the tricky letter pattern in a reliable dictionary or classroom reference.





Question 7

Which proofreading action removes unnecessary word?

- A. Insert
- B. Delete
- C. Transpose
- D. New paragraph





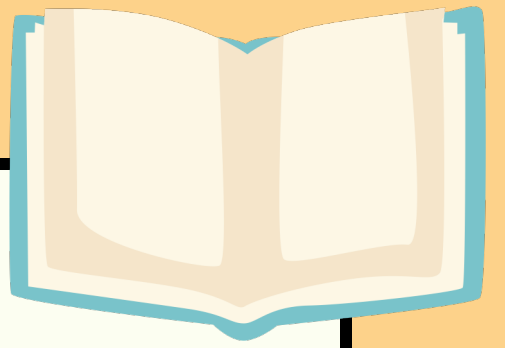
Answer 7

B. Delete

Cross out the unnecessary words early when read the sentence to confirm it still makes sense.



Question 8



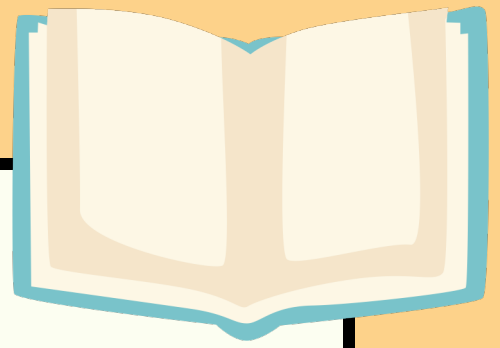
True or false:

Spellcheck will find every mistake in a piece of writing.



PREVIEW

Answer 8

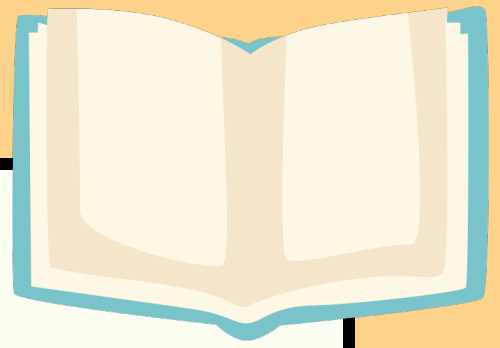


False.

Spellcheck can miss real words used in the wrong context, such as their/there or received.



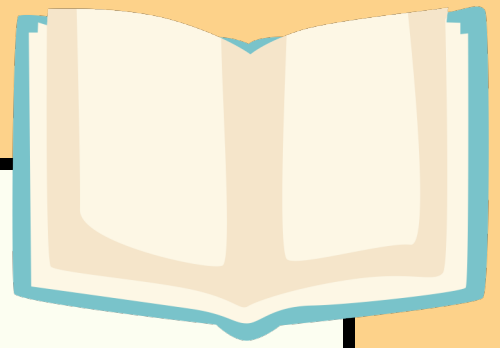
Question 9



Proofread this sentence using caps.

last tuesday our class plant tree near the creek we used there tools
carefully.





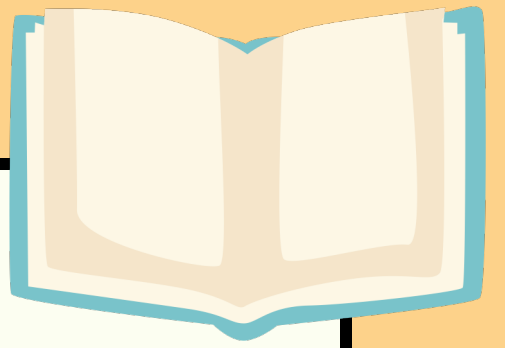
Answer 9

Last Tuesday, our class planted trees near the creek. We used their tools carefully.

C: Last Tuesday . planted . comma and full stops • S: their



Question 10

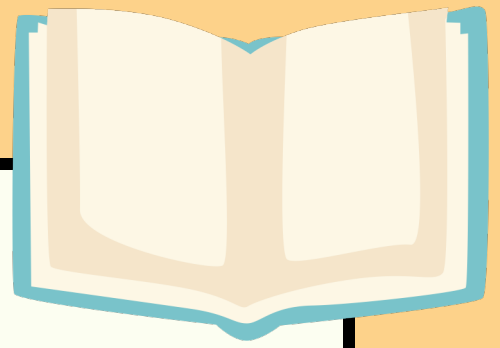


Explain why checking one COP state every ϵ time can improve proofreading.



PREVIEW

Answer 10



It reduces the number of things the reader must notice at once.

A focused pass for capitals, organisation, punctuation and spelling makes errors easier to find and corrections easier to explain.





Well Done!

PREVIEW

