proofreading & Editing

<table>
<thead>
<tr>
<th>KEY</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>m   M</td>
<td>Does the word need a capital or is it wrongly capitalized?</td>
</tr>
<tr>
<td>o</td>
<td>What punctuation is missing here? (, . ? “-------”)</td>
</tr>
<tr>
<td>they</td>
<td>Would you please check the spelling?</td>
</tr>
<tr>
<td>^</td>
<td>Is a word missing?</td>
</tr>
<tr>
<td>said</td>
<td>Can you find a word or sentence that makes sense, is different, better or more expressive?</td>
</tr>
<tr>
<td>[</td>
<td>Could this be a good place to start a new paragraph or line?</td>
</tr>
<tr>
<td>?</td>
<td>Does this make sense?</td>
</tr>
<tr>
<td>⭐</td>
<td>Please see me.</td>
</tr>
</tbody>
</table>

Write the best piece of writing you can. Try and fix mistakes as you go. At the end edit (re-read 3 times) 1. **Check** to see if it makes **sense** and sounds as **good** as you can possibly make it. 2. **Check** for **punctuation** (if you read your work out softly and you pause it usually means fullstop) and 3. **Check** for **spelling** – circle your own errors & have a go at fixing them. Rewrite, stretch out, syllables, use similar words, use a personal dictionary or dictionary or words in the room.