

# Easy Editing and Proofreading

Editing and proofreading for students who have  
little or no experience of English.



By Margaret Warner

# Contents

Teachers' Notes	4	Make a Mother's Day Card	27
Outcome Links	5	The Pelican	28
Teachers' Notes	6-8	About Wool	29
		Bobbie	30
Editing/Proofreading Terms	9	Should Kids Do Homework?	31
		Stay Sun Smart	32
Checking Punctuation Activity 1	10	Kangaroo	33
Checking Punctuation Activity 2	11	Kid Cook	34
Checking Punctuation Activity 3	12	Goldan	35
		Emma's Email	36
Checking Grammar Activity 1	13	How to Make a Mushroom Pizza	37
Checking Grammar Activity 2	14	Humpback Highway	38
Checking Grammar Activity 3	15	The Life Cycle of a Butterfly	39
Checking Grammar Activity 4	16	Northern Hairy-Nosed Wombat	40
		Save Bluegum Library	41
Spell Check Activity 1	17	Junk Food in Lunch Boxes	42
Spell Check Activity 2	18	Blue Triangle Butterfly	43
Spell Check Activity 3	19	A Book Review: The Magic Finger	44
Spell Check Activity 4	20	The Three Wishes	45
		Walking Sticks	46
Checking for Errors 1	21	The Daintree Forest	47
Checking for Errors 2	22	Whale Watching	48
Checking for Errors 3	23	Writing & Editing Your Own Story	49
Checking for Errors 4	24		
		<b>Answers</b>	<b>50-51</b>
The Visitor	25		
At the Beach	26		

# Teachers' Notes

**Easy Editing and Proofreading** is the eighth book in the Easy English Series for students learning English as a Second Language as well as Aboriginal students learning English as a Second Dialect, that is, students who are coming into the school system having little or no experience of English.

ESL/ESD learners need an explicit, methodical and planned language program that is integrated into their class work in all key learning areas.

It is important for the teacher to establish a supportive classroom environment where the student's first language and culture are valued. This will nurture the student's self-esteem and encourage him or her to gain confidence in the early stages of learning the new language. Use of cooperative learning strategies and peer tutoring will help the student build social friendships as well as develop language skills.

It is important for the teacher to be aware that using short, positive sentences is best for the learner. The teacher must provide time for the student to process statements and instructions and always check for the student's understanding.

The teacher's gestures and facial expressions plus visual clues (photos, pictures, objects, etc) are vital to the student when working out meaning. Regular, positive feedback by the teacher will consolidate the student's sense of achievement and encourage self confidence.

**Easy Editing and Proofreading (Book 8)** builds on the thematic vocabulary introduced in **Easy Words (Book 1)** and uses examples from the stories in **Easy Read and Write (Book 2)** and **More Easy Read and Write (Book 3)**. It revises punctuation and grammar from **Easy Punctuation (Book 4)** and **Easy Grammar (Book 5)** and consolidates the information on text types in **Easy Text Types (Book 6)** and **More Easy Text Types (Book 7)**.

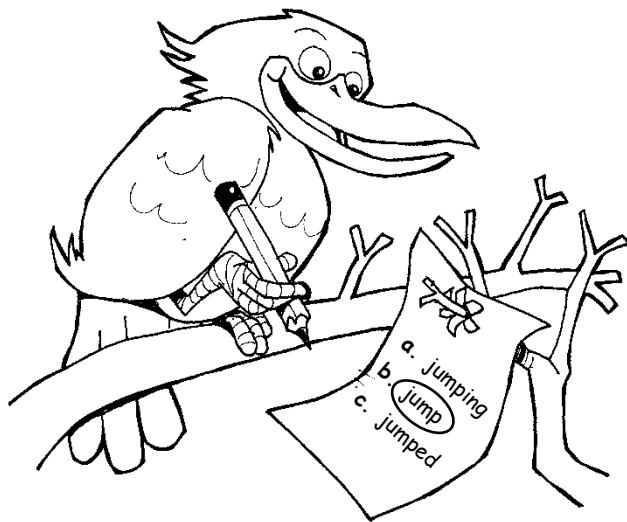
This book focuses on the skills of editing and proofreading through exercises based on a range of text types.

# Checking Grammar Activity 2



Circle the correct verb in each sentence.

- a. I [ like / liking ] to eat pizza.
- b. I'll [ see / saw ] you tomorrow.
- c. Yesterday I [ kick / kicked ] a goal.
- d. The dog [ barked / barking ] loudly.
- e. He [ dived / diving ] into the pool.
- f. Next week we will [ visit / visited ] Grandad.
- g. I'll [ eat / eating ] a red apple.
- h. It [ rained / raining ] last week.
- i. The koala [ jumping / jumped ] from the big branch.
- j. Dad [ cooks / cooking ] dinner every Saturday.



# Checking Grammar Activity 4



Sentences must make sense.  
Circle the word in each sentence  
that does not make sense.

- a. A heater helps to make you cool.
- b. A lion has six legs.
- c. Mum cooks on the fridge.
- d. A fish swims in the sky.
- e. A zebra is black and pink.
- f. A tree has long hair.
- g. Next year I will be a year younger.
- h. The stars come out in the daytime.
- i. In summer it's very cold.
- j. I sleep in my backpack.



# Spell Check Activity 1



These exercises contain spelling errors only.

The spelling error in each sentence is underlined. Can you write the correct spelling on top?

- a. I can see the moone at night.
- b. There is a big dogg in the yard.
- c. Where is ther book?
- d. My horse has a red roofs.
- e. The hair and the tortoise had a race.
- f. This is mye bag.
- g. It's rayning today.
- h. She has bloo eyes.
- i. Can you paly football?
- j. I hurt my big tow.

