

Grade 4 English Language Arts  
Week of December 7– December 11

Lesson 5: Editing

CUPS



Watch this video to get a better understanding of what editing is and what it looks like:  
<https://youtu.be/XP5yWz-MNpM>

**Editing means to make changes to make your writing look better.** There are 4 steps to editing that you will use to create a stronger piece of writing.

You can remember these 4 steps with its acronym, C.U.P.S.

Let's take a look at what each letter stands for.

Editing  
C . U . P . S .

**C**APITALIZE — names, places, titles, months, sentences, "I"

**U**SAGE — nouns and verbs are correctly used

**P**UNCTUATION — Periods, quotes, commas, apostrophes, question and exclamation marks

**S**PELLING — check all words, look for homophones, use a dictionary

## Capitals

### Capitalize

- **Names, places, titles, months, beginning of sentences, and "I"**

Capitals are important because it helps the reader clearly see new sentences, names, and titles. They are a key part to good grammar!

## Usage

### Usage

- **Nouns and verbs are correctly used**

For this step in editing, you want to check that the words in your story makes sense! Are characters doing things that don't make sense?



Watch this video. It explains how to make sure your verbs are correctly describing the character's actions. <https://youtu.be/vCgibdDwgR8>

## Punctuation

# Punctuation

— Periods, quotes, commas, apostrophes, question and exclamation marks

Use the skills and tools you learned in Unit 1 and make sure your punctuation is done correctly. Remember how important commas and periods are and how they can change the meaning of a sentence.

- **Period .**
- **Comma ,**
- **Ellipsis ...**
- **Hyphen -**
- **Parenthesis ( )**
- **Colon :**
- **Exclamation mark !**
- **Question mark ?**
- **Apostrophe '**
- **Quotation marks " "**



You may watch the video below if you need to refresh your memory about quotation marks:

<https://youtu.be/V7LNkNcDMEY>

## Spelling

# Spelling

– check all words, look for homophones, use a dictionary

Make sure you use the correct version of the word. If you are unsure about spelling, use a dictionary!

Some commonly misused words are ...

- Two, too, to
- Their, there, they're
- Your, you're

Complete your edits! Use "Editing Tools" in your Learning Guide to guide you through your edits.

Using the editing tools (C.U.P.S.), edit your story. Use a coloured pencil if that will help you. You can use the extra line between your writing to do your edits. Show what you are editing.

## Rubric for Short Story Writing

|                     |   |   |   |  |
|---------------------|---|---|---|--|
| <b>Content</b>      | Strong character(s), clear conflict, and theme that are supported by story events and details. Clear beginning, middle and conclusion. 4 points         | Characters, conflict, and theme evident, but the supporting information is general. May need a stronger introduction or conclusion. 3 points                | Characters, conflict, and theme are somewhat clear, but there is a need for more supporting information. Introduction and conclusion may be awkward, weak, or missing. 2 points | The story is not clear. There is a seemingly random collection of information. 1 point                                   |
| <b>Organization</b> | The events and details of the story are placed in a logical order and the way they are presented effectively keeps the interest of the reader. 4 points | Events and details are placed in a logical order, but the way in which they are presented/introduced sometimes makes the writing less interesting. 3 points | Some events and details are not in a logical or expected order, OR some details are missing and this distracts the reader. 2 points   | Many events details are not in a logical or expected order. There is little sense that the writing is organized. 1 point |
| <b>Word Choice</b>  | Writer uses many sensory details, specific nouns, exact verbs, and effective comparisons. 4 points  | Writer uses some sensory details, specific nouns, exact verbs, and effective comparisons. 3 points  | Writer attempts to use sensory details, specific nouns, exact verbs, and effective comparisons. 2 points  | Writer uses almost no sensory details, specific nouns, exact verbs, or effective comparisons. 1 point                    |
| <b>Conventions</b>  | Final copy has no errors in punctuation, capitalization, and spelling. 4 points   | Final copy has a few errors, but they don't interfere with understanding the content. 3 points  | Final copy has multiple errors that may make it hard to understand. 2 points  | Work has obviously not been edited or proofread. 1 point   |