

Grade 6 English Language Arts  
Week of January 11 – January 15

**Lesson 4: Editing & Proofreading**

**E**ditng Once you've gone through and made all necessary revisions, begin editing your essay.

**C** Capitals

**U** Usage (grammar, matching nouns and verbs correctly, consistent tense)

**P** Punctuation

**S** Spelling

Editing is where you make sure everything reads smoothly.

Check that you have done each of these things:

**Parts of Speech:**

- Did I use a consistent verb tense (e.g. past or present) throughout my writing?
- Do my singular subjects have singular verbs and my plural subjects have plural verbs?
- Did I use the best words in my writing?

**Sentences**

- Do all my sentences express complete thoughts?
- Have I eliminated run-on sentences from my writing?
- Have I eliminated short, choppy sentences from my writing?
- Have I eliminated long, rambling sentences from my writing?

- Did I use a variety of words and phrases to start my sentences?
- Have I eliminated words that don't add meaning to my sentences?

**After you have edited your story, read it aloud slowly at least once. Let your ear tell you what sounds awkward or ungrammatical.**

- I have read my letter aloud at least once and made edits that I thought were needed.

Once you are satisfied with your editing, it's time to proofread your writing. Proofreading deals with the more mechanical aspects of your writing. Check your writing for these points.

### **Punctuation**

- Did I include a punctuation mark at the end of each sentence?
- Did I use commas to separate items in a series?
- Did I use commas before conjunctions (e.g., and, or, but) in compound sentences?
- Did I correctly punctuate the dialogue in my writing?
- Did I use apostrophes to show possession or missing letters (not plural)?

### **Capitalization**

- Did I begin each sentence and direct quotation with a capital letter?
- Did I capitalize nouns that name specific people, places, and things?

### **Spelling**

- Have I double-checked the spelling of the names of people and places?
- Did I use the correct word form for words that sound alike but have different spellings and meanings (e.g., their, they're, there; too, to, two)?
- Did I use the spell-check function on my computer?

### **Paragraphing**

- Have I put an extra space between each new paragraph?

**Sometimes it can be difficult to spot mistakes in your own work, so you could ask a friend or family member to proofread it as well.**