

Grade 7 English Language Arts
Week of January 25 – January 29

Lesson 4: Getting Ready to Publish

Consider making any necessary changes to your poems prior to publishing them in your PowerPoint. It is also important to follow the editing & proofreading steps of the writing process.



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?
- 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 thought?
- 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?

Proofreading

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

Title

- Have I included a title?

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 included a *Meet the Poet* paragraph?
- Have I included introductions for each of the 3 poems?

- Are my paragraphs well written with a clear topic and concluding sentences?

Presentation

- Have I uploaded my dramatic reading of one of my poems?
- Have I included graphics and an appealing layout?

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.