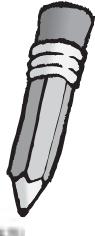


Proofreading

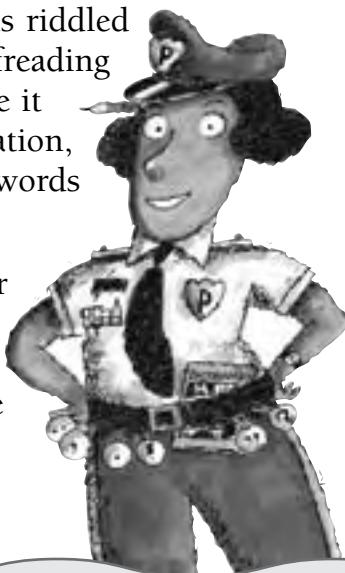


Background

Proofreading is an important step for any writer. Writers must check their work for mistakes in order to keep their meaning clear. Remind students to proofread for mistakes in capitalization (first words in sentences, proper nouns), punctuation (apostrophes, commas, periods, question marks, exclamation points), and spelling. It's important to emphasize that students should always proofread their work, whether they are writing a book report or an e-mail. Although some forms of writing are more informal than others, proofreading is the best way to make sure the message is clear. *Francine Fribble, Proofreading Policewoman* shows students the importance of proofreading as she reviews a variety of common errors.

Before Reading

- Introduce the importance of proofreading by showing students what your writing would look like without it. Write a class message on the board—such as a lesson plan—including mistakes in capitalization, punctuation, and spelling. For instance: *Todays lesson is on proofreading? check your work for misteaks in capitalization, punctuation, And spellig.* What is the first thing students notice about the message? Probably that it is riddled with errors! Would the lesson plan be difficult to follow? Explain that proofreading—double-checking your work and correcting mistakes—is important because it helps keep meaning clear. Errors can be distracting. If capitalization, punctuation, and spelling are correct, the reader can concentrate on the *meaning* of the words rather than the errors.
- Work with students to correct the message, pointing out the rules for capitalization, apostrophes, end punctuation, and spelling. Discuss important proofreading strategies, such as running a finger under each sentence to check for errors, looking up word spellings in the dictionary, and so on. Invite students to share any proofreading strategies they might already use.



- Next, show students the cover of the book and invite them to make predictions about the story. How will Francine help the people of her town?

During Reading

After reading the story once through for meaning, you can reinforce a variety of concepts in subsequent readings.

- Invite students to raise their hands each time they see an error in the illustrations.
- Help students distinguish different types of errors by inviting them to raise their hands only for spelling errors. Then try the same for punctuation and capitalization. Invite students to suggest corrections for each error they see.

After Reading

In addition to the group overhead lesson and mini-book practice activities, try the following extensions to help reinforce students' learning.

- Have a proofreading relay. Write a sentence on the board, including errors in capitalization, punctuation, and spelling. Have students form a line in front of the sentence. Give the first student a piece of chalk and invite him or her to make one change to the sentence (such as adding an apostrophe). That student then gives the chalk to the next person in line, who makes one more change (such as changing a lowercase letter to a capital). After students finish a turn, they go to the back of the line. Continue until students think the sentence has been completely corrected.
- Students can always proofread their work by crossing out (or erasing) errors and writing in their corrections. However, they might enjoy learning to use some of the proofreading marks that professional editors use to correct copy. Teach students a few basic marks and invite them to create a poster showing what each symbol means. For instance:

- A triple underline turns a lowercase letter into a capital: ch **china**
- A caret shows where to insert a word or a punctuation mark: Betty's **Betty's**
- A delete mark crosses out any letter, word, or punctuation mark to be deleted and ends in a curlicue: ~~spe~~ **eelling**

To Extend Learning

Use the activity on the next page to reinforce and extend the concepts students have learned. You can turn this into a collaborative whole-class activity by using the page on an overhead projector, or make multiple copies for students to work on individually.

- Have students read the directions at the top of the sheet. Then have them read the paragraph and point out the errors. Students can cross out mistakes and write corrections above the cross-out, as well as adding in any missing punctuation.
- Have students rewrite the story on the lines with their corrections in place.

Proofreading Police Work

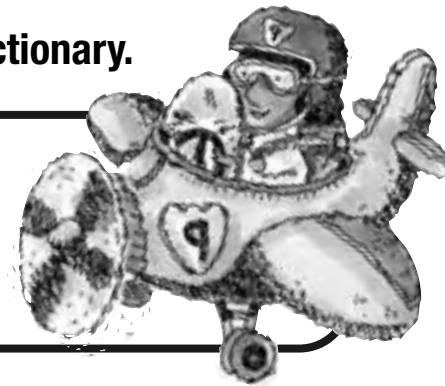
Proofreading



When you proofread, check for mistakes in capitalization, punctuation, and spelling. Remember:

- The first word in a sentence should always be capitalized, as well as any proper nouns.
- Use an apostrophe to show possession. Check to make sure that each sentence ends with the correct punctuation mark.
- If you're not sure how to spell a word, look it up in the dictionary.

This story is full of mistakes! Check each sentence for errors. Then rewrite the story on the lines with the proper corrections in place.



Officer francine Fribble was out walking her beat on friday afternoon when she decided to stop into Donnies Diner for a bite. everything on the menu looked delicious? she couldn't decide whether to get a chikin sandwich or a ham bergur. Then donnie came over to tell her about the chefs special, which was spageti and meatballs. Yum? fran ordered a plate for herself and one for her partner, Giant Perple Gorila. it was the best meel they had ever eaten. The people in Frans town didn't have the best gramer, but they sure knew how to Cook!

Try This!

All writers make mistakes — the trick is to catch them and correct them. What kinds of mistakes do you make most often in your writing? Look over a few of your most recent stories or assignments. Proofread for mistakes in capitalization, punctuation, and spelling. Then make a personal checklist for yourself based on the errors you find. The next time you sit down to write, pull out your checklist. When it's time to proofread, you'll know what to watch out for!

Grammar Tales!

Proofreading

Francine Fribble, Proofreading Policewoman

BY JUSTIN McCORY MARTIN
ILLUSTRATED BY JARED LEE



6. **P.** Donnie thanked her and gave her a free chocolate doenut?
 - Q.** Donnie thanked her and gave her a free choklit donut!
 - R.** Donnie thanked her and gave her a free chocolate donut.
-
7. **S.** If you ever pass through letterton, be sure to use good Grammar.
 - T.** If you ever pass through Letterton, be sure to use good grammar.
 - U.** if you ever pass through Letterton, be sure to use good gramer.
-
8. **V.** If you don't proofread your T-shirt, officer fribble might give you a fine.
 - W.** If you don't proofread your T-shirt, Officer Fribble might give you a fine.
 - X.** If you don't proofread your T-shirt, Ofisir Fribble might give you a fine.

My name is Officer Francine Fribble. I'm with the Letterton Proofreading Police. My job is to help enforce the laws of grammar. When I see sloppy sentences, I fix them up with the proper capitalization, punctuation, and spelling.

Grammar Tales



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A



Folks around here have some pretty interesting things to say. Now, if they'd just take a little more time to check their work, communication would be a whole lot clearer. Then again, I'd be out of a job. Let's go make the rounds.

B

9. **Y.** But if you do get a ticket, you can be sure francine will spell your name correctly!
- Z.** But if you do get a tikit, you can be sure Francine will spell your name corekly!
- A.** But if you do get a ticket, you can be sure Francine will spell your name correctly!

Now crack the code! Each number below stands for one of the questions. Write the letter of the correct answer above each number. Then read your secret message!

When it comes to proofreading, you're on the

"— 8 — 6 — 3 — 7 — 2 — 7 — 6 — 9 — 1 — 4 — !

21

- A
- H.** When the owner of donnie's Diner saw her coming, he tried to hide the menu.
 - I.** When the owner of Donnie's Diner saw her coming, he tried to hide the menu.
 4. **J.** donnie made delicious food, but his grammar was awful!
 - K.** Donnie made delicious food, but his grammar was awful!
 - L.** Donnie made delishus food, but his grammar was awful?
 5. **M.** Officer Fribble gave him a warning and told him to proofread more carefully next time.
 - N.** Officer fribble gave him a warning and told him to proofread more carefully next time,
 - O.** officer Fribble gave him a warnig and told him to proofread more carefully next time?

Be a Grammar Cop! Proofread each set of sentences. Fill in the circle next to the sentence that has no errors. Then use the letters of your answers to decode the secret message at the end.

1. A. Francine Fribble was the tuffest cop on the Letterton Proofreading Police force.
 - B. francine Fribble was the toughest cop on the letterton Proofreading Police force.
 - C. Francine Fribble was the toughest cop on the Letterton Proofreading Police force.
-
2. D. She could spot a spelling misteak from a mile away.
 - E. She could spot a spelling mistake from a mile away.
 - F. she could spot a spelling mistake from a mile away?
-
3. G. When the owner of Donnies diner saw her coming, he tried to hide the menu.

18

3



Proofread the club's sign. Can you find five things wrong with its capitalization? Turn the page for the answers.

Well, what have we here? I'm on the beat for one minute and already I see a sign riddled with capitalization errors.



Well, time to sign off. This is Proofreading Policewoman Francine Fribble, and her new partner, Giant Purple Gorilla, reminding you to always check your work and correct the errors. That way, your writing will stay on the straight and narrow. And readers will know exactly what you mean to say.

16

5

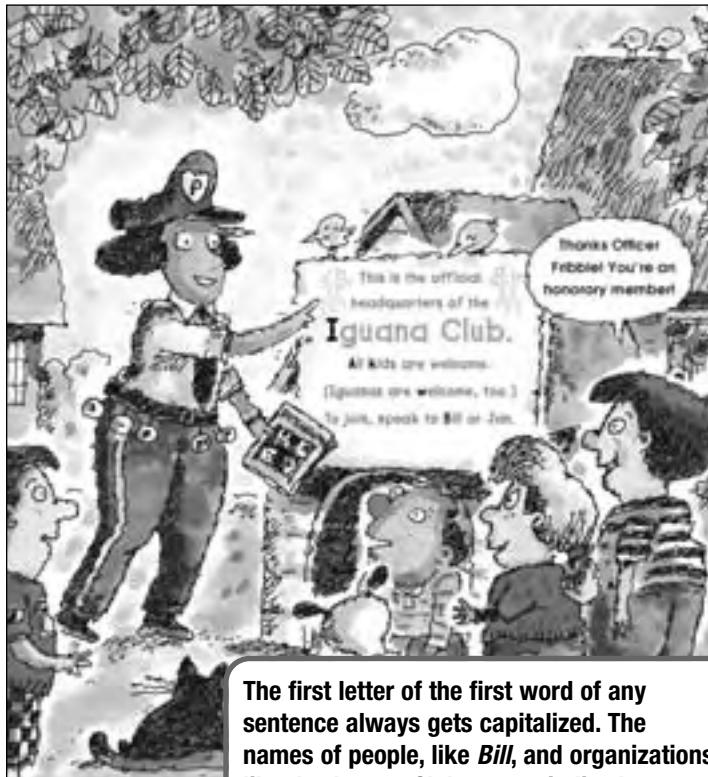


Proofread the T-shirts. Can you find one thing wrong with the punctuation on each? Turn the page for the answers.

Yikes, look at that lineup! When T-shirts are in trouble, Officer Francine Fribble is on the case.

Let's Review: Proofreading

Proofreading is an important step for any writer. Checking your work for mistakes in capitalization, punctuation, and spelling helps keep your writing clear.



The first letter of the first word of any sentence always gets capitalized. The names of people, like *Bill*, and organizations, like the *Iguana Club*, get capitalized, too.

Here you go, kids. Now you are members of the Good Grammar Club, too!

4



Complete sentences should always end with the perfect punctuation mark. Also, words that show possession, such as *Betty's* or *world's*, need apostrophes to make their meaning clear.

Now, that's what I call clean laundry. With my help, the T-shirts are crisp, comfy, and error-free.

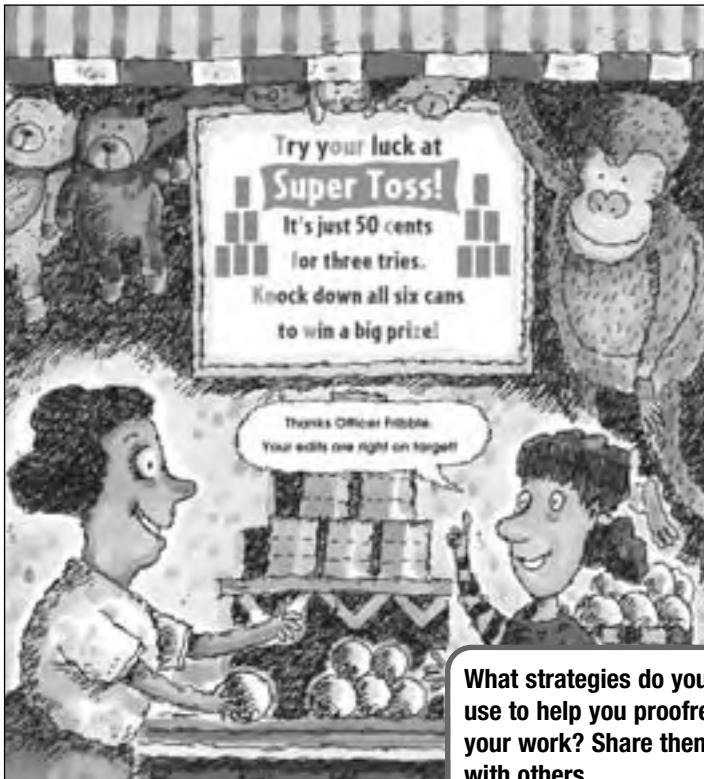
D

- ★ Check to make sure that the first word of each sentence begins with a capital letter. Make sure that you've also capitalized the first letter of any proper nouns, such as names of people or organizations (*Billy*, *Iguana Club*).
- ★ You should also look for mistakes in punctuation. Remember to include an apostrophe to show possession (*Betty's Burger Palace*). Make sure that the ends of your sentences have the correct punctuation, too. Periods, question marks, and exclamation points help readers understand the meaning of a sentence. A football fan who shouts, *Go Spartans?* sounds very different from one who shouts, *Go Spartans!*
- ★ Spelling mistakes can also confuse meaning. A reader may not know what a *ham berger* is, but will certainly recognize a *hamburger*! If you're not sure how to spell a word, look it up in the dictionary.
- ★ When should you proofread? Always! Whether you're writing a book report or an e-mail, double-checking your work is the best way to make sure your message is clear.

17



I think I'll give this Super Toss a try. Wow! I won! I won! I won! By the way, what did I win?



What strategies do you use to help you proofread your work? Share them with others.

Talk about being a corrections officer! A proofreading policewoman's job is never done.

14



Proofread the menu. Can you correct the spelling of each word? Turn the page for the answers.

All this proofreading is making my stomach growl. Time to stop for a bite at Donnie's Diner. Uh-oh! Take a gander at all the misspellings on this menu. Why, there ought to be a law! I guess my little doughnut break will just have to wait.

7

Come to the Letterton County Fair tomorrow.

There will be games, food, and fun for the whole family.

Whether you're writing an e-mail or a message in the sky, proofreading your work is a must to get your point across.

Fortunately, I'm a licensed skywriter. Now, everyone will get the message. Hmm...a fair sounds like a blast, and tomorrow just happens to be my day off.

12



Proofread the note. It has a total of nine errors in capitalization, punctuation, and spelling. Can you find them all? Turn the page for the answers.

Now, what have we here? Someone's left a note on my scooter. It sure is hard to understand. But one thing's for certain. Someone needs my help, pronto!

9



When words are misspelled, their meanings can get lost. If you're not sure how a word is spelled, you can turn to a friend or the good old dictionary.

I'm always happy to aid a citizen in need. Yum! By the way, this double-chocolate-dipped, jelly-filled, strawberry-cinnamon-swirl doughnut with rainbow sprinkles really hits the spot!

E



Proofread this sign. It has a whopping ten errors in all! Can you pinpoint them all?

The game looks like honest entertainment, but that sign is just plain criminal.

13



All writers make mistakes. To help find yours, try running your finger under each word as you proofread it.

Now that Toodles is safe and sound, let's take a peek at your note. It needed some help, too. I took the liberty of making a few corrections.

F



Proofread the skywriting. Can you find nine things wrong with this airborne advertisement?

I'm a ten-year veteran on this force. Still, every day I see something new. Take a look at that skywriting! Why, it's loaded with errors! Just because those words are floating ten thousand feet in the air, doesn't mean the rules don't apply to them.

How to Assemble the Mini-Books

- 1 Make double-sided → copies of the mini-book pages. You should have three double-sided copies for each book.

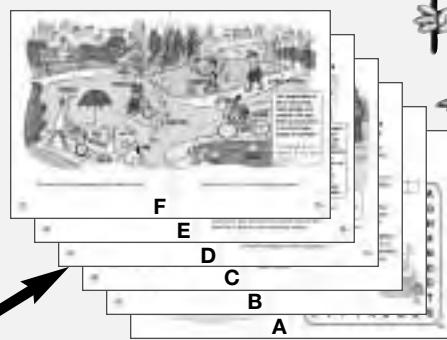


- 2 Cut the pages in half along the dotted line.



- 3 Position the pages with the lettered spreads (A, B, C, D, E, F) face up. Place the B spread on top of the A spread. Then, place the C, D, E, and F spreads on top of those in sequence.

- 4 Fold the pages in half along the solid line. Make sure all the pages are in the correct order. Then staple them together along the book's spine.



**Proofreading: Francine Fribble,
Proofreading Policewoman**

Proofreading Police Work (Overhead,
page 105)

Possible answer (end punctuation may
vary):

Officer Francine Fribble was out walking her beat on Friday afternoon when she decided to stop into Donnie's Diner for a bite. Everything on the menu looked delicious! She couldn't decide whether to get a chicken sandwich or a hamburger. Then Donnie came over to tell her about the chef's special, which was spaghetti and meatballs. Yum! Fran ordered a plate for herself and one for her partner, Giant Purple Gorilla. It was the best meal they had ever eaten. The people in Fran's town didn't have the best grammar, but they sure knew how to cook!

Be a Grammar Cop! (Mini-Book, page 18)

1. C; 2. E; 3. I; 4. K; 5. M; 6. R; 7. T;
8. W; 9. A

Message:

When it comes to proofreading,
you're on the "write" track!