

TEN-MINUTE GRAMMAR

PROOFREADING MARKS

OBJECTIVES:

1. Students should understand that...
 - a. “Editing,” “Proofreading,” and “Copy Editing” are synonyms that mean checking for and correcting grammatical errors in a piece of writing.
 - b. The use of standard proofreading marks helps avoid confusion when you’re editing your own work or someone else’s.
2. Students should be able to...
 - a. Use the proper proofreading mark to indicate an error in a text.
 - b. Make the appropriate corrections to a text based on someone else’s proofreading marks.

LITERATURE:

This unit contains example selections from the novel *Stargirl* by Jerry Spinelli.

For each line below, rewrite the words with the correction indicated by the proofreading mark:

1. five ^{sp.}monkies

2. Statue of liberty
≡

3. red Bicycle

4. Climb hill" I said.
the

5. Don't fire me;) I beg you!

6. It was you! Yes. But why?

7. I gave her flowers

8. "Why?" I asked. "Why not?"
she said.

9. Give me gun the!

10. I want some some cake.

11. Ring the door bell

12. George
~~Frank~~ Washington

Wordplay – Just for fun!

- **CATALOGUE CREATOR:** The root word “-luc- / -lus- / -lum-” means “light” and sounds like “loose” or “loom.” How many words can you list that contain this root?

Read the following excerpt from Stargirl by Jerry Spinelli. Mark the necessary corrections using the proper editing marks (there is one error in each line):

The flying monkeys the left witch's castle,
and took to the air find their prey. They
didn't have to go far dorothy and her friends
were hanging out in a forrust right next to the
castle. "I saw her first! one of the monkeys
yelled. "The extra bananas are mine"

For each line below, make the correction indicated by the proofreading mark:

1. We like to eat ~~P~~ickles.
2. My comp^outer is broken.
3. Hand methat screwdriver.
4. Did you take my ~~take~~ wallet?

Wordplay – Just for fun!

- **EIGHT LETTERS:** Create as many words as you can using three or more of the letters below (at least one eight-letter word is possible):

D N A I R C L A

In your own words...

1. Why would it be important for a professional writer and his or her editor to be familiar with the same proofreading marks?

For each number below, decide whether the proofreading mark is being used correctly (answer each with a YES or a NO):

2. You never forget how [^]ride a bike.
to
3. I'm from Des ~~moines~~.
4. She asked, [^]“What’s your name?”
5. Hand me the ~~ranowt~~ control.
6. Cheaters [^]never win.
7. “Shut your face [!]” he yelled.
^

Wordplay – Just for fun!

- **DESCRAMBLER:** Try to sort out the five scrambled words below:
BMTO SOPKO RMALNO OFTOIGB TICFATAR

Read the following excerpt from Stargirl by Jerry Spinelli. Mark the necessary corrections using the proper editing marks (there is one error in each line):

Afterward the mourners were invited to Annas house for lunch. About thirty came. There was a buffet of cold of cuts and salads and cookies. Stargirl was there, Chatting with mem bers of the family but not eating or drinking anything

Suddenly, Anna heardher mother's voice. It was know louder than the others, but it was different: "what are you doing here?"

Wordplay – Just for fun!

- **FOUR-LETTER WORDS:** Take the four-letter word below and change one letter to make a new four-letter word (keep it clean!) Then take *that* word and change one letter to make a new word. Then take *that* word and... You get the picture.

PAGE

REVIEW FOR TODAY'S QUIZ:

Make sure you know the proper proofreading mark for each of the following errors:

1. Spelling errors
2. Capitalizing a letter or making it lowercase
3. Inserting or replacing a word
4. Inserting a period, comma, exclamation point, question mark, apostrophe, quotation marks, colon, or semi-colon
5. Putting a space between two words that are too close
6. Closing up a gap between two words that should be one
7. Starting a new paragraph
8. Transposing two words (reversing their places)
9. Deleting a letter or word

For each line below, make the correction indicated by the proofreading mark:

1. I like stories by Edgar Allan ^{Poe}~~Potter~~.
2. You broke~~/~~my pocket knife!
3. It's not my fault.
4. Look on the book shelf.
5. My camera^a takes pictures in 3D.
6. Suddenly^a his head fell off.
7. That movie had a great middle, beginning, and end.
8. Be quiet!^a he hissed.^a
9. Are you scared? I'm terrified!^{sp.}
10. Meet me at Jefferson library tonight.

Wordplay – Just for fun!

- **VOWEL COMBINATOR:** The vowel combination “ei” can sound like the hard “A” in “play” or like the hard “E” in “beach.” List as many words as you can that contain this vowel combo.

Read the following excerpt from Stargirl by Jerry Spinelli. Mark the necessary corrections using the proper editing marks (there is one error in each line):

Kevin was right It was unthinkable that
Stargirl could survive—or at at least survive
unchanged—among us. but it was also clear
that Hillari Kimble was at least half right this
person calling herself Stargirl may or may
not have ben a faculty plant for school spirit,
but what ever she was, she was not real.

She couldnt be.

Wordplay – Just for fun!

- **FIXER-ROOTER:** How many words can you think of that have the same prefix, suffix, or root as the multisyllabic word below?

VIVISECTION

(the dissection of a living animal)

For each number below, decide whether the proofreading mark is being used correctly (answer each with a YES or a NO):

1. What are you doing here?
2. Dont tell me you lost your left arm, too. That's crazy!
3. First of all I don't even own a car.
Put a comma here
4. I'm gonna get you!
5. I grew up in houstoun, Texas.
6. Could I borrow keys your?
7. I want pepperowny on my pizza.
Spelled wrong
8. Pass the chips and ~~D~~ip.
9. I'm too tired to think today.
10. Sometimes I sleep well/last night I didn't.

Wordplay – Just for fun!

- **ANAGRAM:** Rearrange the letters in the nonsense phrase below to create new words that actually make sense.

STRAT TION DEFENSES UP THE TIDE

(Hint: elected official)

DAY
TWO

PROOFREADING MARKS

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She couldnt be.

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QUIZ

PROOFREADING MARKS

NAME:

PERIOD:

For each line below, re-write the sentence with the correction indicated by the proofreading mark:

1. She lives in atlanta, georgia.
2. I have a Gold Balloon.
3. Leave me alone, I said.
4. I like eat to pizza.
5. I knew that you would come.
6. Where is my back pack?
7. Give me a highfive.
8. "Hello," I said. "Goodbye," she replied.

For each sentence below, mark the error using the proper editing mark (the words in parentheses tell you what to look for):

9. (missing period) Author Jerry Spinelli was born in 1941

QUIZ

PROOFREADING MARKS

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For each line below, re-write the sentence with the correction indicated by the proofreading mark:

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3. Leave me alone, I said.
4. I like eat to pizza.
5. I knew that you would come.
6. Where is my back pack?
7. Give me a highfive.
8. "Hello," I said. "Goodbye," she replied.

For each sentence below, mark the error using the proper editing mark (the words in parentheses tell you what to look for):

9. (missing period) Author Jerry Spinelli was born in 1941

- 10.** (spelling error) At age sixteen, Jerry wrote a poem about a local football victory.
- 11.** (capitalization error) The poem was published in a Local newspaper.
- 12.** (missing word) It was then that Jerry decided he wanted become a professional writer.
- 13.** (missing question mark) Would you be surprised to know that Jerry Spinelli's first four books didn't get published
- 14.** (missing comma) His fifth book was about a thirteen-year-old boy and that's how he got started writing for children and young adults.
- 15.** (missing colon) Jerry Spinelli is best known for the following books Maniac Magee, Wrinker, and Stargirl.
- 16.** (delete unnecessary word) Spinelli is now a an award-winning author.
- 17.** (capitalization error) He won the newbery Medal for Maniac Magee.

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- 11.** (capitalization error) The poem was published in a Local newspaper.
- 12.** (missing word) It was then that Jerry decided he wanted become a professional writer.
- 13.** (missing question mark) Would you be surprised to know that Jerry Spinelli's first four books didn't get published
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- 15.** (missing colon) Jerry Spinelli is best known for the following books Maniac Magee, Wrinker, and Stargirl.
- 16.** (delete unnecessary word) Spinelli is now a an award-winning author.
- 17.** (capitalization error) He won the newbery Medal for Maniac Magee.

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PERIOD:

Read the following excerpts from Stargirl by Jerry Spinelli. Mark the necessary corrections using the proper proofreading marks (there are two errors in each line).

It was the worst the slaughter of the year. Red rock was helpless. By the start of the fourth quarter we were ahead, 78 to 29. The coach put in the subs. We booed. We smelled a hundred points. We wanted blood. The coach put the starters back in. As we howled and thundered in the stands, Stargirl got up and walked from the Gym. Those of us who noticed assumed she was going to the rest room. I kept glancing toward the exit she never returned. With five seconds left in the game the electrons scored the hundredth point. We went nuts.

We sat legs crossed. Cinamon scampered down my arm and onto the ground.

Stargirl shrieked, "stop!" She scooped up the rat and put him in her bag. "Owls, hawks, snakes. He'd be a tasty meal."

"So" I said, "when does the enchantment start?"

We were sitting side by side by, facing the mountains.

"It started when the earth was born." Her eyes were closed. Her face was golden in the setting sun. "It never stops. It is, always. It's just here."

"So what do we do?"

She smiled. "That's the secret." Her eyes were closed. Her face was golden in the setting sun. "We do nothing. Or close as to no thing as we can."

Write your own example sentences that contain one error each. Then go back and fix the error using the proper proofreading mark.


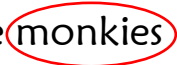















(It's tough to come up with random sentences off the top of your head, so we'll give you a subject: Giant mutant slugs and the havoc they cause in a small farm town—or any other random topic you can think up.)

Make an example sentence with...

1. a spelling error
2. a capitalization error
3. missing quotation marks
4. a missing word
5. no end punctuation
6. a missing space between two words
7. two words that need to be transposed (switched places)
8. an extra unnecessary word
9. an unnecessary space
10. a missing comma

TEN-MINUTE GRAMMAR

PROOFREADING MARKS

MARK	TEXT CHANGE	PROOFREADING EXAMPLE	CORRECTED TEXT
<i>sp.</i> 	Spelling Error	five <i>sp.</i> 	five monkeys
a 	Capitalize	Statue of  liberty	Statue of Liberty
A	Lowercase	red B icycle	red bicycle
 	Insert	C limb  hill" I said.  the 	"Climb the hill," I said.
 	Colon or Semi-Colon	Don't fire me  I beg you!	Don't fire me; I beg you!
  	End Punctuation	It was you! Yes  But why? 	It was you! Yes. But Why?
ab	Insert Space	I gav e ner flowers	I gave her flowers.

MARK	TEXT CHANGE	PROOFREADING EXAMPLE	CORRECTED TEXT
¶	New Paragraph	"Why? I asked. ¶ "Why not?" she said.	"Why?" I asked. "Why not?" she said.
order wrong	Transpose Words	Give me gun the!	Give me the gun!
error	Delete	I want some some cake.	I want some cake.
a b	Close Up	Ring the door bell	Ring the doorbell
new word old word	Substitute Word	George Frank Washington	George Washington
<i>ital. OR und.</i> <u>Title</u>	Underline or Italicize	I read <i>Alice in Wonderland.</i>	I read <i>Alice in Wonderland.</i>
CS	Comma-splice	Call me sometime, we'll go to a movie. CS	Call me sometime, and we'll go to a movie.
RO	Run-on Sentence	My phone broke I'm upset. RO	My phone broke. I'm upset.
Frag.	Sentence Fragment	Running for your life. Frag.	Running for your life can be tiring.