

Editing



Capitals

... are needed for:

- Beginning of a sentence
- Proper nouns (eg. names)
- The pronoun 'I'
- Days, months, holidays



Understanding

Re-read your writing.

- Does it make sense?
- Are all sentences complete?



Punctuation

Check for:

- Full stops (.)
- Exclamation marks (!)
- Question marks (?)
- Commas (,)
- Apostrophes (')
- Speech marks (" ")



Spelling

Which words look wrong?

- Circle them
- Sound them out
- Check your dictionary

is



insert word



capitalise letter



howse

spelling error

~~see~~

delete word



insert full stop



insert comma



insert other punctuation

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