



LITERACY



Proofreading written homework

Proofreading = reading and marking errors.

Significance

All written homework should be proofread before you submit it, to ensure the work is completed to the best standard possible. The process of proofreading is a key part of the writing process and is very important in getting your ideas across in an accessible and logical manner. It also allows you to avoid silly mistakes which may be detrimental to the outcome of the piece of homework.

The quality of pupil literacy skills is as important as content in many written tasks. At all times pupils should practice this skill as it is a skill that you will need for life and work beyond school.

High quality and error-free work not only demonstrates your ability to proofread but also suggests a professional approach and shows you care about the piece of work you have produced – something your teachers and future employers will be interested in.

Resources

When proofreading, refer to the following checklist to check your work for errors.

Literacy (writing) criteria	✓	✗
I have checked my writing to make sure that it makes sense, is accurate and is my best work.		
My spelling is accurate.		
My sentences are grammatically accurate.		
My sentence structures are varied.		
My punctuation is accurate and varied.		
My vocabulary is varied and appropriate to the task.		
My writing is presented in a fluent and legible way.		
I have used an appropriate layout/format.		
I have organised my ideas carefully, using paragraphs, linking phrases and topic sentences.		
I have included only relevant ideas/information and my line-of-thought is clear.		
I have written in detail/depth.		
I have used my notes/sources to help me.		



Next steps

Top tips for improving your proofreading skills: -

- Always refer to the checklist at regular intervals, to remind yourself what you are looking for.
- Take it one **word at a time**.
- **Read through the piece in a different format** to what it was written, such as printed or on a tablet instead of a PC. It's amazing the difference a change in format can make.
- **Go slowly and take regular breaks**. Proofreading is time-consuming. There's no way around it. If your mind is starting to go fuzzy or words are blending together, stop, take a break, and come back to it. There's no point rushing a proofreading job. You'll only end up missing something.
- Be objective. Don't think about the fact that it's your work you're reading over. **See it as someone else's**. Treat it like it's someone else's. If it is someone else's you're proofreading, think about what kinds of things you'd be embarrassed if other people picked up, not you. Such as using *their* instead of *there*, or *to* instead of *too*.