Proofreading For Effect Assignment

Learning Intentions:

* To gain a better appreciation of what is expected in proofreading your own and others’ work
* To understand the elements that lead to high readability and impact on the audience in a text

*Everyone knows that proofreading gets rid of the mistakes in your work and helps you get better marks; but what else does it do?*

1. **Makes work easier to read:**

Work that does not have correct paragraphing is HORRIBLE to read… Work that has no paragraphs AND no punctuation is even worse!! Please don’t inflict it upon your teachers…

1. **Makes things more interesting to read:**

This is because proofreading helps your work become easier to follow, so the people reading it can get into what you are saying. Also, as you go over your work, you will change it to make it better, using more interesting, more varied sentence structures and vocabulary to express your points.

1. **Shows that you know what you are talking about:**

This is because you go over your work multiple times, which makes you notice silly mistakes and helps you make corrections. If you don’t do this, you may have sentences that don’t say what you want them to, which makes YOU sound like you have no idea!

**EXAMPLES:**

**The importance of punctuating properly:**

Incorrect:

Then it started to get dark and was spitting with rain as we did the next 4 holes I thought I might tee off with a driver on one of the holes, so I tried, but it only went about ten metres to the left. I tried again and got an even worse result so I stuck to the irons, the last hole was hard because it was dark and raining and it was 300 metres long so we couldn’t see the hole I got there but I didn’t get a very good score.

Correct:

Then it started to get dark and was spitting with rain as we did the next 4 holes. I thought I might tee off with a driver on one of the holes, so I tried, but it only went about ten metres to the left. I tried again and got an even worse result, so I stuck to the irons. The last hole was hard because it was dark and raining and it was 300 metres long so we couldn’t see the hole. I got there but I didn’t get a very good score.

**The importance of varying sentence length and punctuation use:**

This sentence has five words. Here are five more words. Five-word sentences are fine. But several together become monotonous. Listen to what is happening. The writing is getting boring. The sound of it drones. It’s like a stuck record. The ear demands some variety. Now listen. I vary the sentence length, and I create music. Music. The writing sings. It has a pleasant rhythm, a lilt, a harmony. I use short sentences. And I use sentences of medium length. And sometimes, when I am certain the reader is rested, I will engage him with a sentence of considerable length; a sentence that burns with energy and builds with all the impetus of a crescendo, the roll of the drums, the crash of the cymbals—sounds that say listen to this: it is important.

**When you proofread, read through your work once for each thing:**

1. Read through once for connections to audience values and expectations.
2. Read through once for a text structure that builds logically.
3. Read through once for a wide range of vocabulary used to deliberately enhance your meaning.
4. Read through once for logically constructed paragraphs that are ordered to help understanding of the text.
5. Read through once for correct punctuation that is helping the reader understand the text.
6. Correct spelling and use of difficult and challenging vocab words

So, in the end you **must** have read your work through a minimum of 6 times!

**YOUR TASK:**

Write a 500 - 1000 word piece of writing in a style and on a topic of your choice:

1. **Plan** characters, plot and settingfor narrative or flow of argument/logic for non-fiction
2. **Write** your story, print it and **hand it up** before you proofread it.
3. **Proofread** your piece as above.
4. ![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\73QN3U5F\MC900116588[1].wmf]()Come **get** your original piece from me and **note** how much better proofreading has made it…
5. ![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\THJ9MQ6L\MC900116120[1].wmf]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VI2TF6SV\MC900104150[1].wmf]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\THJ9MQ6L\MC900360794[1].wmf]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7FSSUBIG\MC900116154[1].wmf]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VI2TF6SV\MM900046626[1].gif]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\THJ9MQ6L\MC900360792[1].wmf]()![C:\Users\Elisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VI2TF6SV\MC900382574[1].jpg]()**Staple** both pieces together with your plan and **hand up**.