

English

Thursday 28th January 2021

Objective: To proof-read and edit my biography.

Miss Hardy is teaching this lesson on Teams at the following times:

5H 9-10

5M 10-11

5L 11-12

Success Criteria

1. I know the difference between a first draft and a final draft.
2. I know what editing is.
3. I know what proof-reading is.
4. I can proof-read and edit my work.

Starter: punctuation

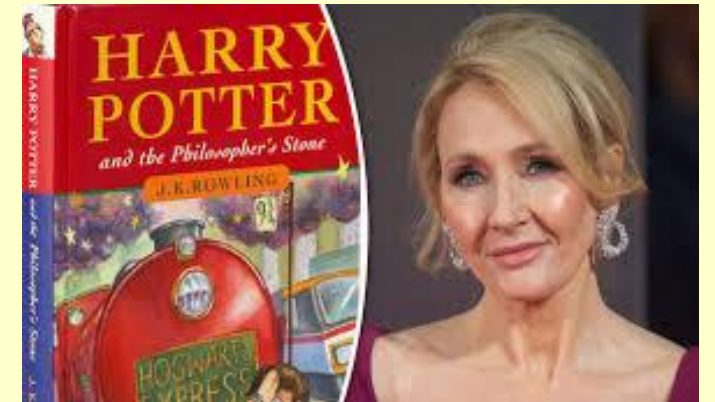
Insert capital letters in the correct places.

- 1) yesterday was a great day as i went on a day trip to london.
- 2) john went to pick up his new ferrari last saturday.
- 3) Harry turned to hermione and asked her what was wrong with ron.
- 4) newcastle united have been promoted to the premier league.
- 5) without warning david jumped out of the shed.
- 6) sarah and david went on holiday to italy last march.

What is a first draft?

- Why do we write a first draft?
- What do we do to a first draft?
- When do we write a final draft?
- What is a final draft?

*J.K Rowling took **six years** to write *Harry Potter and the Philosopher's Stone*, the first book in the *Harry Potter* series.*



Proof-reading

- Proof-reading is looking for mistakes.
- These could be spelling mistakes.
- These could be punctuation mistakes - sentences that are too long, missing capital letters, missing commas, missing question marks for questions.
- These could be grammar mistakes - if your sentence doesn't make sense.
- At school, we **proof-read** with a green pen.

Editing

- Editing is making your writing better.
- This could mean adding bits in, like a relative clause, a fronted adverbial, an extra adjective or adverb.
- It is also improving parts, like changing big to enormous.
- It also means moving things around - you might think your biography would be better if you swapped your paragraphs around or if you added some extra sentences to make a paragraph longer.
- At school, we **edit** with a green pen.

How do we edit and proof-read?

- It is best to use a different coloured pen or pencil.
- You can cross out and re-write above the word.
- You can draw arrows to show where you are adding bits in.
- You can draw little stars (asterisk) like this * to show where longer parts are added in.

Your task today is to proof-read and edit your biography

I am doing to guided you through it step-by-step so that next time, you can do it independently.

1. Spellings!!!!

- Dictionary
- Write it 3 times
- Google / online dictionary
- Ask someone

**Proof-
reading!**

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2. Punctuation

- Length of sentences
- Pauses
- Fronted adverbials/sentence openers
- Capital letters - names, places, new sentences



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3. Does it make sense?

- Read aloud
- Missing words
- Repeated words
- Past tense

**Proof-
reading!**

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1. Improving parts

- Thesaurus for adjectives
- Don't repeat the same words
- Make some words **bold** or *italic* or **CAPITALS** for effect

Editing

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2. Add bits in

- Adjective before every noun (describing words)
- Adverb in every paragraph (-ly words)
- Relative clause after a noun?
- Time openers with commas in every paragraph
- How...! What a...!
- A question?

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3. Move bits around

- Check your order - plan/chronological
- Are all bits long enough?



Editing

Plenary

Choose your favourite paragraph and write up a final draft.

Chance to read aloud to share if time.