



Proofreading Marks

Use the letters S-O-A-P to write feedback on your partner's text.

pelling of words

Reread your text to check your spelling:

- ☐ Use a computer.
- ☐ Use a dictionary.
- ☐ Refer to flashcards and word banks.

rder of words

Reread your text to verify that:

- ☐ Words are in the correct order (Subject-Verb-Object, adjectives before nouns)
- ☐ No words have been omitted. (I happy. = I **am** happy.)
- ☐ No words have been added. (It's ~~is~~ good = **It's** good.)
- ☐ No words have been mixed up. (It is a ~~eat~~ black. = It is a **black cat**.)

greement

Reread each sentence to make sure all parts are in agreement:

- ☐ Verb Tense (Yesterday, I went to the park.)
- ☐ Subject-Verb (Max likess Kim.)
- ☐ Pronoun (Max likes Kim. = He likes her.)

unctuation

Reread your text to verify that you have used correct punctuation marks including:

- | | |
|---|--|
| <input type="checkbox"/> Period (.) | <input type="checkbox"/> Question mark (?) |
| <input type="checkbox"/> Comma (,) | <input type="checkbox"/> Exclamation point (!) |
| <input type="checkbox"/> Apostrophe (') | |

Reread your text to verify capital letters including:

- | | |
|---|--|
| <input type="checkbox"/> Pronoun "I" | <input type="checkbox"/> Places (Quebec) |
| <input type="checkbox"/> People's names (Sara) | <input type="checkbox"/> Days and months (Monday, January) |
| <input type="checkbox"/> Nationalities (Canadian) | <input type="checkbox"/> Languages (English) |
| <input type="checkbox"/> Holidays (Mother's Day) | <input type="checkbox"/> Important words in titles (Alice in Wonderland) |