Editing and Proofreading Checklist ✏️

Name: _____ Date: _____

Instructions:

Read each text carefully. Use the checklist to find and correct errors. Rewrite the corrected sentences on the lines provided.

Editing Checklist:

☐ Capital letters at the start of sentences
☐ Capital letters for proper nouns (names, places)
☐ Correct punctuation (full stops, commas, apostrophes)
☐ Spelling errors
☐ Subject-verb agreement
☐ Sentence structure and sense

Text 1:

last saturday me and my freind went too the beach in auckland it was realy hot so we decided to go for a swim the water was freezing but we didnt care

Number of errors found: _____

Corrected version:

_____

_____

_____

Text 2:

the students in year 7 is planning a fundraiser for they're school trip to rotorua everyones excited about visiting the geothermal parks and learning about maori culture

Number of errors found: _____

Corrected version:

_____

_____

_____

Text 3:

my brother he loves playing rugby and he practiceing every tuesday and thursday his favourite player are beauden barrett who plays for new zealand

Number of errors found: _____

Corrected version:

_____

_____

_____