

Y4 Evaluate Edit Proofread

KS2 Y4 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Proofread: 'on monday, me and dad went to cardiff'

Step 1 · Capital letters

On, Monday, Cardiff (start of sentence, day, place)

Step 2 · Standard English

me and dad → Dad and I

Step 3 · End punctuation

add a full stop

Answer: On Monday, Dad and I went to Cardiff.

Check: Check one thing at a time: capitals, then grammar, then punctuation.

2. Now try one with the steps

Edit for tense consistency: 'The wind howls and the trees shook.'

Step 1 · Find the verbs

Step 2 · Pick one tense for the whole piece

Answer:

3. Practice

Have a go at each one. There is space underneath to work it out.

1. What is the difference between editing and proofreading?

2. Proofread: 'my friend lives in london.'

3. Proofread: 'We was late for the bus'

4. Proofread: 'The girls coats were wet.' (many girls)

5. Proofread: 'After school we played football.'

6. Make the tense consistent: 'She runs to the door and opened it.'

7. Improve the verb: 'The horse went across the field.'

8. Improve the adjective: 'It was a nice day.'

9. Proofread: "can I come" asked Leo.

10. Proofread: 'I herd a strange noise in the library.'

11. Edit to avoid repetition: 'The robot beeped. The robot spun. The robot stopped.'

12. Proofread: 'Theyre going to the park with there dog.'

13. Write a success criteria checklist of three things for a story paragraph.

14. Why is reading your writing aloud a good way to check it?

4. Before you hand it in

Only checking spelling.

Use a checklist and do one sweep for each thing.

Reading it in your head, fast.

Read it aloud, slowly, pointing at each word.

Changing tense halfway through a story.

Pick past or present and check every verb.

Feedback like 'It's good' or 'I like it'.

Be specific: 'Your verb 'crept' builds tension. Could you add a fronted adverbial to sentence 3?'