



Summer Term Literacy Target

To **proofread** all written work, to support improved technical accuracy.



What is proofreading?

Proofreading is an important part of the writing process that involves you checking a written document in order to identify and rectify grammar, punctuation, spelling and vocabulary errors.

Good writing always involves modification and revision, and proofreading is a fundamental part of this process.

- **Do you check your written work?**
- **Can you identify where you have made mistakes?**
- **Do you make a real effort to ensure your writing is accurate, and thoroughly checked?**



Proofreading

Symbol	I have checked.....	Self assessment
sp.	I have checked that all key vocabulary is spelt correctly	
gr.	I have used the correct grammar and my work makes complete sense.	
Para/ ()	I have ensured that I have used paragraphs, where appropriate.	
CL	I have used capital letters correctly.	
punc.	I have checked my punctuation and I have used it accurately .,:; ‘ “ ” ! ? ...	
STAR	I have responded to feedback given by teacher	