

English

# Edit Your Writing



## For Middle Primary

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## ◦ Check For Capital Letters

When you finish a great piece of writing it will be even better if you edit and proofread it to make sure that there are no errors in your work. It is important to check that:

- your ideas make sense;
- you have used interesting language;
- your writing is well-structured;
- there are no spelling, punctuation or grammatical errors.

Proofreading the final draft of your work will ensure that your work is the best that it can be and will be enjoyed by the reader.

- ① Capital letters are used to start a sentence, and for the names of people, places, days, months, festivals, organisations and for the titles of books and movies, e.g. On Monday Rose went to Canberra and then to Mount Kosciuszko to the Snowtime festival.

**A**

○ **Proofread these sentences and check for the correct use of capital letters. Circle any errors.**

1. last weekend i went to sydney to see jack.
2. on monday we went to see the movie red dog.
3. on the 1st march it's julie's birthday.
4. everyone had to read the book animal heroes for english.
5. "are you going to perth today?" sam asked will.
6. anzac day is always on the 25th of april.
7. the movie avatar was very popular in australia.
8. james and sam moved to darwin at the end of october.
9. the character, crocodile dundee was popular in america.
10. australia's highest mountain, mount kosciuszko is in new south wales.

## ° Punctuate Correctly

- ① It is important to correctly punctuate your work as it helps a reader to make sense of your writing. A full stop ends a sentence. A question mark shows that you are asking a question, an exclamation mark is used to indicate strong feelings or a command. A comma separates one part of a sentence from another to make the meaning clear. It also separates items in a list.

**A** ○ **Proofread these sentences and check for correct use of punctuation. Circle any errors.**

1. He went to see the best movie yesterday?
2. We saw fish. dolphins. coral. and a small shark.
3. "Are you going to Darwin!" he asked.
4. "Everyone get out. Fire?" he yelled.
5. The next day they all went for a swim?

- ① When checking your work, make sure that you have used pronouns correctly (he/she /it/we/ you/they) and you have used the correct verb with the correct subject, e.g. singular or plural.

**B** ○ **Proofread these sentences and check for correct use of punctuation. Circle any errors.**

1. Ben and Sam is both in the football team.
2. She am going on holidays next week.
3. Maria said that he is going to a new school.
4. It was very cold to day.
5. I think they is going to win every game.

- ① Always check your work for any spelling errors. Use a spellcheck or a dictionary.

**C** ○ **Proofread these sentences and check for any spelling errors. Circle any errors.**

1. Larst Sunday we went to the beech.
2. Evry day I chek my timetable.
3. She always gows to visit her friend.
4. He is riting a grate story.
5. Checking speling isn't always eesy.

## ◦ Homonyms And Conjunctions ◦

① Some words sound the same but have a different meaning and different spelling, e.g. knew / new.

**A** ○ **Proofread each sentence. Circle the correct word.**

1. He has a very sore toe / tow.
2. He rode / road his horse across the paddock.
3. She one / won her first race.
4. Wood / would you like an ice cream?
5. Some people don't eat meet / meat.

① Join short sentences using conjunctions such as: and / or / but / because / since, to make your writing more interesting.

**B** ○ **Combine these short sentences using a conjunction.**

1. I like soup. I like salads.

---

2. I wasn't at the football game. I was sick.

---

3. It was raining lightly. We still went swimming.

---

4. We can't go surfing. We can watch a movie.

---

5. I arrived at 10 o'clock. I'm still here.

---

6. I didn't go to school today. I went to the doctor.

---

7. I watch football. I watch car racing. I don't watch tennis.

---

8. Would you like salad? Would you like soup?

---

① When you are writing exactly what someone says, you must use speech marks. This is called direct speech. All punctuation must be included inside the speech marks.

**A** ○ **Add speech marks to these sentences.**

1. It's lunch time, Mike said.
2. Are you going to swimming training today? Maria asked.
3. Everyone out! Out now! the fireman shouted.
4. It's creepy in this old house, Rose whispered.
5. I like skateboarding, Sam said. Do you? he asked Emma.

① When you are reporting what someone has said it isn't necessary to use speech marks. This is indirect speech. Verbs should be written in the past tense.

**B** ○ **Underline the verbs in these sentences that are connected with what someone has said.**

1. Jordan said that Jack and his family went to Sydney to live.
2. Mary asked Emily if she was going to the party on the weekend.
3. The fireman yelled loudly to the crowd to move back.
4. He begged his friend not to leave the team.
5. The principal announced the sports winners at assembly.

**C** ○ **Change the direct speech in these sentences to indirect speech.**

1. "The bus is coming," Jack called out to Tom.
2. "Where are you going now?" Lily asked Anne.
3. "It looks like a storm is on the way," dad replied.
4. "Have you done the Maths assignment?" Mick asked Kate.
5. "Help!" he shouted to his mate. "A car has crashed."

① When you edit your writing, check that the sentences and paragraphs make sense.

**A** ○ **Change the wording of each sentence so that it makes sense. Add or eliminate words.**

1. Bob could clearly see the gold ring at the bottom of the muddy pool of water.

---

2. He raced outside, rang his mate then remembered he'd left his phone in his bag.

---

3. He saw the cat curled up on the mat that was lost.

---

4. He sometimes had his hair cut every week on a Monday.

---

5. On Sunday morning the stolen handbag was found by a tree.

---

① Using the same word too many times in your writing makes for a boring read. Always try to vary your vocabulary.

**B** ○ **Edit and rewrite these sentences so that the same word isn't repeated.**

1. The monster had big eyes, a big head, big ears and very big teeth.

---

2. I got up. I got dressed. I grabbed my school bag. I ran out the door. I forgot it was Saturday.

---

3. It was a lovely day. We went to a lovely beach. The waves were lovely so we went for a lovely surf.

---

4. It was a bad day. The weather was bad. The food was bad. The train trip was bad.

---

① When you proofread your writing always check for punctuation errors.

**A** ○ Read this paragraph then check for punctuation errors. Circle the ten errors.

adam hurried along the quiet street. hoping that Zak hallam was already in school? Zak was a bully and had made life tough for adam since day one, always taunting him about being the new kid and telling him that he wasn't accepted Zak's 'mates' sided with him! afraid that he would turn on them and make their lives miserable? zak often hassled adam on the way to school but he knew that if he left home later he would avoid the verbal abuse

① When you proofread your writing always check for grammatical errors.

**B** ○ Read this paragraph then check for grammatical errors. Circle the ten errors.

The sport of mountain bike riding involves side bikes off road over very rough terrain. In cross-country or XC competitions, the rider have to ride it course that usually includes climbs and descents on a variety of terrains including roughs tracks, sand and water crossings. It are important when mountain biking riding to been aware of not cause damage to the environment. Riders should stay on the trail in areas where they are allowed to ride. They shoudn't ride on areas where they do not have permission. They should always take the rubbish with they and they should never scare birds or animals that they come across.

① When you proofread your writing always check for spelling errors.

**C** ○ Read this paragraph then check for spelling errors. Circle the ten errors.

Head down too avoid making eye contact with anyone, Adam noticed something just ahead on the path. As he got closer, he saw it was a black wallet and wen he picked it up its contents bulged allmost forcing it open. A quick glance showd it contained a thick wad of nowtes, some of them fifties. Checking around to see if anyone nearby had dropped the wollet, he saw that the street was deserted except for a black labrador wandering along outside a nearby horse.



① When you proofread your writing always check for spelling errors.

**A** ○ Read this paragraph then check for spelling errors. Circle the ten errors.

Over the yaers there have been a number of theories presented to explain whot has happened in the Bermuda Triangle. These include: vyolent storms, the large numbers of ships and aircraft using the area, extraterrestrial activity and even that it is the location of the lorst city of Atlantis. There are logical reasons for sum of the disappearances. The area dus experience violent storms and hurricanes. Also, there is a strong oshenn current called the Gulf Stream in the area so eny evidence of damaged ships or aircraft wood be quickly swept away. In addition, the ocean floor varies from extensive shoals around the islands to very deep marine trenches. The conirmation of these factors could explain many disasters.

① When you proofread your writing always check for punctuation and grammatical errors.

**B** ○ Read this paragraph then check for errors. Circle the five punctuation and five grammatical errors.

when you does your shopping, do you stop to think or check where the products comes from that you are buying! Australia imports goods from many countries and we export our good to many countries. However, more and more Australians are strongly interested in buying good that they know are either made but grown in australia. Consumers state many reasons for buying Australian products. they believe that Australian grown products are fresh and healthy and Australian made products is safe and made to a high standard. By buying Australian they feel that they are helping to keep farmers and factory workers in jobs and creating employment for workers?

**EXTRA! Complete in your workbooks.**

- Each word in this sentence is incorrect. Rewrite the sentence without any errors.  
Wun daye i vos is ther buss wen i sor free hyuge elefants en th parck.

① When you proofread your writing always check for spelling errors.

**A** ○ Read this paragraph then check for errors. Circle the ten spelling errors.

The morning arfter the fierce storm Jack jumped in his ute with Bluey beeside him to check on any damage in the back paddock. When he saw a gum tree branch hanging down across the rowd, he stopped the ute, climbed the tree as quickly as a munkey and started to saw off the branch. There was a crack as loud as thunda. Jack fell to the ground like a snack of potatoes. For a moment he was as still as a log and as white as a sheet. Then he saw the blud and felt a pain flash through his leg. "Bluey, race home, find the First Aid kit and brin me the bandages." Bluey understood and was soon bak with the bandages. She took the bandage in her paws and as gentle as a lam she wound them round Jack's injured leg.

① When you proofread your writing always check for punctuation and grammatical errors.

**B** ○ Read this paragraph then check for errors. Circle the five grammar and five punctuation errors.

The sydney Harboun Bridge took eight years to building and over 2,000 men worked in various teams: engineers, surveyors, architects, blacksmiths, boilermakers, carpenters, concreters, stonemasons, riggers, crane drivers, painters and casual labourers. Sixteen men die during the Bridge's construction but not all died on the actual Bridge site? the official opening of the Bridge in Saturday 19th March 1932 was a very important event with several hundred thousand people crowd around the harbour foreshores. The nSW Premier, the Honourable John 'Jack' Lang officially declared the Bridge open. However, before he could cut the ribbon, Captain francis De Groot ride forward and slashed the ribbon with his sword. Some people found this entertaining but others were very upset. The ribbon was retied and the Premier then officially cut it.

① When you proofread your writing always check for punctuation, grammatical and spelling errors.

**A**

- Read this paragraph then check for errors. Circle the three punctuation, five grammatical and three spelling errors.

The Kraken were described as a giant cephalopod that lived deep in the ocean. With a larg head, huge eyes and many tentacles like a giant octopus, it was supposedly large enough for crush small wooden sailing ships and eat the crew. sailors already feared being shipwrecked during storms and feared that their ships would be damaged on roks but their worst fear was a attack by the legendary monster. Is the ancient legend for the giant sea monster, the Kraken fiction or fact! It seems now that the origin of the legend of the terrifying see monster was probably based on actual sightings of the species of giant squid what still inhabit the deep sea?

**B**

- Read this paragraph then edit it so that repetitive language such as 'it is' is replaced with more varied language and short sentences are joined to form complex sentences.

Is Bigfoot real or not? In North America it is called Bigfoot. In Canada it is called Sasquatch. In other countries it is called the Yeti. In Australia it is called the Yowie. It is usually very big. It is nocturnal. It is very tall. It is very big. It is maybe 230 kilograms. It is covered in dark hair. It has big eyes. It has very big feet. It leaves a big footprint. Is it real or not? Some people say it is real. Some people have played tricks and pretended that they have seen it when they really haven't.

**C**

- Edit theses sentences so that they makes sense.

1. One hot summer night I walked outside in the snow.
2. There were only two of us on the bus: me, Will and Samantha.
3. I'm so hungry I could eat a spoonful of ice cream.
4. He was so full of energy that he stayed up late till 7 O'clock.

## Answers

### Page 3

- A] 1) Last weekend I went to Sydney to see Jack.  
2) On Monday we went to see the movie *Red Dog*.  
3) On the 1st March it's Julie's birthday.  
4) Everyone had to read the book *Animal Heroes* for English.  
5) "Are you going to Perth today?" Sam asked Will.  
6) Anzac Day is always on the 25th of April.  
7) The movie *Avatar* was very popular in Australia.  
8) James and Sam moved to Darwin at the end of October.  
9) The character, *Crocodile Dundee* was popular in America.  
10) Australia's highest mountain, Mount Kosciuszko, is in New South Wales.

### Page 4

- A] 1) He went to see the best movie yesterday.  
2) We saw fish, dolphins, coral and a small shark.  
3) "Are you going to Darwin?" he asked.  
4) "Everyone get out! Fire!" he yelled.  
5) The next day they all went for a swim.  
B] 1) Ben and Sam are both in the football team.  
2) She is going on holidays next week.  
3) Maria said that she is going to a new school.  
4) It is very cold today.  
5) I think they are going to win every game.  
C] 1) Last Sunday we went to the beach.  
2) Every day I check my timetable.  
3) She always goes to visit her friend.  
4) He is writing a great story.

- 5) Checking spelling isn't always easy.

### Page 5

- A] 1) He has a very sore toe.  
2) He rode his horse across the paddock.  
3) She won her first race.  
4) Would you like an ice cream?  
5) Some people don't eat meat.  
B] 1) I like soup and I like salads.  
2) I wasn't at the football game because I was sick.  
3) It was raining lightly but we still went swimming.  
4) We can't go surfing but we can watch a movie.  
5) I arrived at 10 o'clock and I'm still here.  
6) I didn't go to school today because I went to the doctor.

- 7) I watch football and car racing but I don't watch tennis.  
8) Would you like salad or soup?

### Page 6

- A] 1) "It's lunch time," Mike said.  
2) "Are you going to swimming training today?" Maria asked.  
3) "Everyone out! Out now!" the fireman shouted.  
4) "It's creepy in this old house," Rose whispered.  
5) "I like skateboarding," Sam said. "Do you?" he asked Emma.  
B] 1) Jordan said that Jack and his family went to Sydney to live.  
2) Mary asked Emily if she was going to the party on the weekend.  
3) The fireman called loudly to the crowd to move back.  
4) He begged his friend not to leave the team.  
5) The principal announced the sports winners at assembly.  
C] 1) Jack called out to Tom that the bus was coming.  
2) Lily asked Anne where she was going now.  
3) Dad replied that it looked like a storm was on the way.  
4) Mick asked Kate if she had done the Maths assignment.  
5) He shouted for his mate to help as a car had crashed.

### Page 7

- A] 1) Bob could clearly see the gold ring at the bottom of the clear pool of water.  
2) He raced outside, grabbed his phone from his bag then rang his mate.  
3) He saw the cat that was lost curled up on the mat.  
4) He always had his hair cut on a Monday.  
5) On Sunday morning the stolen handbag was found lying near a tree.  
B] 1) The monster had big eyes, a gigantic head, huge ears and very large teeth.  
2) I got up and dressed. Then I grabbed my school bag and ran out the door because I forgot it was Saturday.  
3) It was a lovely day and we went to a great beach where the waves were perfect so we went for an amazing surf.  
4) It was a bad day because the weather was awful, the food was horrible and the train trip was terrible.

## Page 8

A] Adam hurried along the quiet street, hoping that Zak Hallam was already in school. Zak was a bully and had made life tough for Adam since day one, always taunting him about being the new kid and telling him that he wasn't accepted. Zak's 'mates' sided with him, afraid that he would turn on them and make their lives miserable. Zak often hassled Adam on the way to school but he knew that if he left home later he would avoid the verbal abuse.

B] The sport of mountain bike riding involves riding bikes off-road over very rough terrain. In cross-country or XC competitions, the rider has to ride a course that usually includes climbs and descents in a variety of terrains including rough tracks, sand and water crossings. It is important when mountain bike riding to be aware of not causing damage to the environment. Riders should stay on the trail in areas where they are allowed to ride. They shouldn't ride in areas where they do not have permission. They should always take their rubbish with them and they should never scare birds or animals that they come across.

C] Head down to avoid making eye contact with anyone, Adam noticed something just ahead on the path. As he got closer, he saw it was a black wallet and when he picked it up its contents bulged almost forcing it open. A quick glance showed it contained a thick wad of notes, some of them fifties. Checking around to see if anyone nearby had dropped the wallet, he saw that the street was deserted except for a black labrador wandering along outside a nearby house.

## Page 9

A] Over the years there have been a number of theories presented to explain what has happened in the Bermuda Triangle. These include: violent storms, the large numbers of ships and aircraft using the area, extraterrestrial activity and even that it is the location of the lost city of Atlantis. There are logical reasons for some of the disappearances. The area does experience violent storms and hurricanes. Also, there is a strong ocean current called the Gulf Stream in the area so any evidence of damaged ships or aircraft would be quickly swept away. In addition, the ocean floor varies from extensive shoals around the islands to very deep marine trenches. The combination

of these factors could explain many disasters.

B] When you do your shopping, do you stop to think or check where the products come from that you are buying? Australia imports goods from many countries and we export our goods to many countries. However, more and more Australians are strongly interested in buying goods that they know are either made or grown in Australia.

Consumers state many reasons for buying Australian products. They believe that Australian grown products are fresh and healthy and Australian made products are safe and made to a high standard. By buying Australian they feel that they are helping to keep farmers and factory workers in jobs and creating employment for workers.

Extra! One day when I was on the bus when I saw three huge elephants in the park.

## Page 10

A] The morning after the fierce storm Jack hurried in his ute with Bluey beside him to check for any damage in the back paddock. When he saw a gum tree branch hanging down across the road, he stopped the ute, climbed the tree as quickly as a monkey and started to saw the branch. There was a crack as loud as thunder. Jack fell to the ground like a sack of potatoes. For a moment he was as still as a log and as white as a sheet. Then he saw the blood and felt a pain flash through his leg.

"Bluey, race home, find the First Aid kit and bring me the bandages." Bluey understood and was soon back with the bandages. She took the bandage in her paws and as gentle as a lamb she wound them round Jack's injured leg.

B] The Sydney Harbour Bridge took eight years to build and over 2,000 men worked in various teams: engineers, surveyors, architects, blacksmiths, boilermakers, carpenters, concreters, stonemasons, riggers, crane drivers, painters and casual labourers. Sixteen men died during the Bridge's construction but not all died on the actual Bridge site. The official opening of the Bridge on Saturday 19th March 1932 was a very important event with several hundred thousand people crowded around the harbour foreshores. The NSW Premier, the Honourable John 'Jack' Lang officially declared the Bridge open. However, before he could cut the ribbon, Captain Francis De Groot rode forward and

## Answers

slashed the ribbon with his sword. Some people found this entertaining but others were very upset. The ribbon was retied and the Premier then officially cut it.

### Page 11

A] The Kraken was described as a giant cephalopod that lived deep in the ocean. With a large head, huge eyes and many tentacles like a giant

octopus, it was supposedly large enough to crush small wooden sailing ships and eat the crew. Sailors already feared being shipwrecked during storms or their ships being damaged on rocks but their worst fear was an attack by the legendary monster. Is the ancient legend of the giant sea monster, the Kraken, fiction or fact? It seems now that the origin of the legend of the terrifying sea monster was probably based on actual sightings of the species of giant squid that still inhabit the deep ocean.

B] Is Bigfoot real or not? In North America it is called Bigfoot but in Canada it is called Sasquatch while in other countries it is called the Yeti. In Australia it is called the Yowie. The creature is usually very big and quite tall. It has big eyes and is nocturnal which is why it is not seen in the daytime. It is said to weigh around 230 kg and is covered in dark hair. Its big feet leave a large footprint. Is it real or not? Some people have pretended that they actually saw it when they really haven't so we might never know.

C] 1) One freezing winter night I walked outside in the snow.

2) There were only three of us on the bus: me, Will and Samantha.

3) I'm so hungry I could eat a container full of ice cream.

4) He was so full of energy that he stayed up late till 12 o'clock.