TriniHomeschooling presents Proofreading
Proofreading is the final stage of editing your written work to be sure that there are no errors in your spelling, punctuation or grammar.
Proofreading Tips
Proofreading at home:

TIP#1

A. Completely finish what you’re writing.
B. Take a short break.
C. Start analyzing sentence by sentence using TIP#2.
TIP# 2

Use COPS and check for:
- Capitals - for beginning sentences and proper nouns
- Order and organization - ensure your ideas flow
- Punctuation
- Spelling
Read out loud....

....or silently, pretend you're reading to someone and read exactly what you see, not what you think you wrote.
Ask someone else to proofread

After you finished proofreading, ask your parents, teacher, friend or older sibling to proofread your writing. They may see errors that you missed.
TIP #5

In school or exams

Write correctly the first time

Proofreading takes a lot of time to do and will cost you precious minutes in your exam. Learn your spelling, punctuation, and grammar rules.
Read as much as you can!

Story books, novels, newspapers and even comic books are all excellent reading material. Keep a notebook and a dictionary handy when reading. If you find any new words, record them and their meanings in your notebook. Use your new words in your sentences and essays where appropriate.
Thank you for watching!