Before you hand in any work for marking this year, it is very important that you proofread it and correct any mistakes you might find. The skills you learn in your fortnightly literacy lesson will help you to focus on these areas. It is expected that the things you learned in Yr 7 will be automatically checked as well.

- spelling
- sentence length
- capital letters at start of sentence and for proper nouns
- end marks (full stop/question mark/exclamation mark)
- paragraphs
- speech marks
- apostrophes of contraction

Use the checklist below to make sure you are covering all of the necessary elements for proofreading in Year 8.

**HAVE YOU CHECKED.....?**
- the *spelling* of all words, especially ‘to/two/too’, ‘there/they’re/their’, ‘know/no’, ‘you’re/your’ and ‘wear/where’?
- that you have stayed in the same *tense* throughout the piece of writing eg all in past tense ‘she said’?
- that you have used the correct *parts of speech* eg ‘an’ before a vowel sound ‘an exam’?
- that you have used *descriptive language* when needed eg adjectives, adverbs?
- that you have used *apostrophes* to show ownership eg my brother’s hat, the cat’s water dish?
- that you have included *commas* when needed to indicate a pause?
- that you have included *commas* when listing?