

Each of these editing tools should be demonstrated in a mini-lesson before you expect students to use it. Demonstrate each, using your own writing. Although the software has an Editor's Checklist, at times you will want students to print out their writing and edit it with colored pencils. Then they can type their edited corrections into their online document. Have students edit for one convention at a time. For example, following a mini-lesson on capitalization of proper nouns, you could have them use the green pencil to underline letters they think should be capitalized. Tomorrow, they might work on spelling, etc.

Rule of Thumb:

If your piece is short, edit all of it in one lesson.
If it is long, divide it into sections, and edit one section at a time.
Use colors to help you see the type of editing you are doing.

Spelling

Circle words in BLUE if you are unsure of their spelling. Work with a peer to find the correct spelling on the Word Wall or in the dictionary.

Capital letters

Underline letters in GREEN if you think they should be capitalized. GREEN stands for GO, so using this color will help students think of capitalizing the beginning of every sentence, as well as important words. Work with a peer or use your class dictionary to check on these words.

Words that should be capitalized are:

- The first word in a sentence
- Names of particular persons, places, and things (e.g. Washington, D. C. is capitalized, the word "city" is not.)
- The letter "I"

Punctuation Marks Read your piece. Draw a RED X wherever you think a punctuation mark should go. RED means stop, so have students use this color to end sentences or at least, to slow down. Then re-read and look at the type of sentences you have written. Be sure to use:

- Periods at the end of statements.
- Question marks at the end of questions.
- Exclamation points at the end of exclamatory (exciting) sentences.
- Quotation marks around words that are spoken by someone.
- Commas when you have several words in a series. (Example: We ate apples, oranges, bananas and grapes.)

Paragraphs

Hit the Return Key on your keyboard to show you are starting a new paragraph.

Indent at least 3 spaces at the beginning of each new paragraph by placing your cursor before the first letter in the paragraph and hitting the space bar three times.

