



CSP Code

ERGS PROOF READING CODE FOR SELF AND PEER ASSESSMENT
IF YOU HAVE NOT CHECKED YOUR “C.S.P”, IT IS NOT COMPLETE.

CSP Code

Capital Letters

Spelling

Punctuation

// Paragraphing

? It doesn't make sense

CSP Code

C- Capital Letters

Every sentence MUST start with a capital letter.

All proper nouns (names and titles) MUST have a capital letter.

Always use a capital letter for 'I'.

Words with an incorrect capital letter will be circled. for example, 'i
love london and put a 'C' in the margin.

CSP Code

S- Spelling

If there is a spelling error the mistake needs to be **circled**. The letter **S** should be put in the margin.

You need to correct the spelling if you know how to spell it.

If you do not know or are not sure of the spelling then you need to learn a strategy to enable you to spell the word.

CSP Code

P- Punctuation

Put a **P** in the margin if writing contains punctuation mistakes and circle the error.

Sentences must end with one of the following: !?.

Commas are only used in **lists** or to **divide a main clause from a subordinate clause**- As I was writing, I noticed lots of mistakes.

DO NOT use a comma where you take a breath- this is not true.

If in doubt leave them out!

CSP Code

// - Paragraphing

Put **//** in the margin if writing has not been paragraphed correctly.

TiPToP paragraphs may be helpful.

The paragraph should change when there is a change in:

Time

Place

Topic

Person

CSP Code

? It doesn't make sense

Place a **?** in the margin if the writing contains a grammatical error or does not make sense.

With regards to peer assessing work, when the work is returned pupils should re-read the sentence or section and re-write to ensure it does make sense.

With regards to self assessment, add the question mark (?) as you read through your work. Return after reading through and make the correction.

Google Classroom

Work should also be proofread when submitting work on Google Classroom.

It is not as easy to annotate the work before submitting. However, you can still proofread your work and change it.

Changes can also be made in a different colour if you wish to highlight your proof reading.

You may also wish to hand write your work, make the changes and then screen shot the completed task.

If using Google Docs you can use the **suggesting tab** to allow your changes to appear on your document.

