

Boost Free Lessons - Year 9 English

Lesson 16: Editing a Full Text

Name: _____ Grade: _____ Date: _____

Your task: The passage on the next page contains **fifteen** errors in spelling, grammar, punctuation and sentence structure.

Find and mark every error, then write out a fully corrected version. Every error can be fixed without changing the writer's meaning.

Worked Example 1

How to proofread a text systematically

1. Do not read for meaning and errors at the same time. Your brain will supply what should be there.
2. Read it **four times**, looking for one thing on each pass.
3. **Pass one, spelling.** Read slowly, word by word. Watch for words that sound right but are spelt wrong, such as *their* and *there*.
4. **Pass two, punctuation.** Check every apostrophe, comma and full stop. Ask what job each one is doing.
5. **Pass three, grammar.** Check subject and verb agreement, and check that the tense stays consistent.
6. **Pass four, sentences.** Read aloud. Any sentence you cannot finish in one breath, or that cannot stand alone, needs work.

Four passes: spelling, punctuation, grammar, sentences.

Remember: Never proofread for everything at once. Take **one pass per error type**, and read the final pass aloud.



Question 1: Read the passage below. It contains fifteen errors. Mark each one.

1 Last Tuesday our class visited the old courthouse on Bridge Street, which
2 has been closed since 2019. The building were designed in 1888 and it's
3 sandstone front is one of the oldest in the district.

4

5 Our guide, a retired magistrate explained that the courtroom upstairs had
6 not been altered since the 1930s. The benches was original, and the clock
7 above the door still works, although nobody winds it anymore.

8

9 Because the roof has been leaking for years. Several of the ceiling panels
10 have had to be replaced. The council says it will cost more then two million
11 dollars to restore the building properly, and they are still deciding weather
12 to fund the work.

13

14 "It would be a tradgedy to lose it." said our guide. "every town has one
15 building that tells you what it used to think of itself"

16

17 On the bus home, our teacher asks us what we thought. Most of us agreed
18 with the guide, none of us had ever been inside before.



Question 2: Write out the fully corrected passage below. Continue on the next page.



Continue your corrected passage here.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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Marking Key: Editing a Full Text**Corrected Passage**

Last Tuesday our class **visited** the old courthouse on Bridge Street, which has been closed since 2019. The building **was** designed in 1888 and **its** sandstone front is one of the oldest in the district.

Our guide, a retired **magistrate**, explained that the courtroom upstairs had not been altered since the 1930s. The benches **were** original, and the clock above the door still works, although nobody winds it anymore.

Because the roof has been leaking for **years**, **several** of the ceiling panels have had to be replaced. The council says it will cost more **than** two million dollars to restore the building properly, and **it is** still deciding **whether** to fund the work.

"It would be a **tragedy** to lose **it**," said our guide. "**Every** town has one building that tells you what it used to think of **itself**."

On the bus home, our teacher **asked** us what we thought. Most of us agreed with the **guide**, and none of us had ever been inside before.

The fifteen errors

- | | |
|--|--|
| 1. visitted → visited: spelling | 9. weather → whether: homophone |
| 2. building were → was: agreement | 10. tradgedy → tragedy: spelling |
| 3. it's front → its: possessive | 11. it." said → it," said: comma inside |
| 4. magistrate explained → magistrate,: comma | 12. "every → "Every: capital in speech |
| 5. benches was → were: agreement | 13. itself" → itself.": missing full stop |
| 6. Because ... years.: fragment, join to next | 14. teacher asks → asked: tense |
| 7. more then → more than: comparison | 15. guide, none → guide, and none: comma splice |
| 8. they are → it is: council is singular | |

