



# Editing & Revising

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: Grade 5

## Part A: Fill in the Blank

Write the missing word or number on each line.

1. The proofreading mark ^ means to \_\_\_\_\_ a word or punctuation.
2. The abbreviation "sp" written above a word signals a \_\_\_\_\_ error.
3. The proofreading mark "cap" tells the writer to \_\_\_\_\_ a letter.
4. A sentence \_\_\_\_\_ is a group of words that does not express a complete thought.
5. The contraction "it's" means "it \_\_\_\_\_," while "its" shows possession.
6. Reading your paper \_\_\_\_\_ from the last sentence to the first helps catch spelling errors.
7. A \_\_\_\_\_ splice joins two complete sentences with only a comma.
8. Subject-verb \_\_\_\_\_ means the subject and verb must both be singular or both be plural.
9. Using a \_\_\_\_\_ is a helpful strategy for making sure you check every type of error.

## Part B: Matching

Match each item on the left to the correct answer on the right.

1. Match each item to its correct answer.

The proofreading mark ^	→ _____	Signals a spelling mistake to correct
The proofreading mark sp	→ _____	Tells the writer to remove a word or letter
The delete proofreading mark	→ _____	Means insert a missing word or punctuation mark
The proofreading mark	→ _____	Indicates a letter should

**Part A: Fill in the Blank**

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Write the missing word or number on each line.

1. The proofreading mark ^ means to insert a word or punctuation.
2. The abbreviation "sp" written above a word signals a spelling error.
3. The proofreading mark "cap" tells the writer to capitalize a letter.
4. A sentence fragment is a group of words that does not express a complete thought.
5. The contraction "it's" means "it is \_\_\_\_\_," while "its" shows possession.
6. Reading your paper backward from the last sentence to the first helps catch spelling errors.
7. A comma splice joins two complete sentences with only a comma.
8. Subject-verb agreement means the subject and verb must both be singular or both be plural.
9. Using a checklist is a helpful strategy for making sure you check every type of error.

**Part B: Matching**

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Match each item on the left to the correct answer on the right.

1. Match each item to its correct answer.

The proofreading mark ^	→ <u>Means insert a missing word or punctuation mark</u>	Signals a spelling mistake to correct
The proofreading mark sp	→ <u>Signals a spelling mistake to correct</u>	Tells the writer to remove a word or letter
The delete proofreading mark	→ <u>Tells the writer to remove a word or letter</u>	Means insert a missing word or punctuation mark
The proofreading mark cap	→ <u>Indicates a letter should be capitalized</u>	Indicates a letter should be capitalized