

Proofreading (7W3)

Task: Complete a proofreading exercise to identify and correct all errors in a text selection.

Step 1: Run *Reading and Writing Achievement*.

Step 2: Log in by clicking on your class and name, or by clicking on the **Guest** button.

Step 3: Under the “Writing” heading, click on the **Proofreading** button.

Step 4: Read the instructions on the screen.



Step 5: Click on the right-arrow at the bottom of the screen to advance to the next screen.

Step 6: Select one of the sixteen proofreading passages (as instructed by your teacher) by clicking on the title (the cursor will change to a hand).

A Great Politician	Time for Giving
A Political Career	Passing on Language
Medal for Bravery	Prince William's Schools
Court Decision	Satellite Service
Fundraising	Spiders
Generous Tom Jackson	Support your School
Jackson Keeps on Giving	Tournament Opportunity
Boy Wonder	What a Ridiculous Idea!
Opposed to Year-Round Schooling	

Step 7: Carefully read the passage. When you locate an error, click on it and choose a correction. The program will confirm your choice, or ask you to try again. Click **OK** to continue.

Step 8: Check the information in the oval shape at the top right to see how many errors you still need to locate.

Step 9: Use the scroll bar at the right of the reading passage to access the rest of the text (if necessary).

Step 10: When you have corrected all the errors, the program will display the following message: “Congratulations! You have proofread this passage.”

Step 11: Select **Proofread Another Passage** or click on **Menu** twice to return to the main screen.

Step 12: Click **Exit** at the bottom left to quit the program.