

# STEPS FOR EDITING

C. U. P. S.

- ✓ Capitalization
- ✓ Usage
- ✓ Punctuation
- ✓ Spelling

# C Capitalization

***Did I start each sentence with a capital letter?***

- ✓ Are all the proper nouns capitalized?  
(names of people and places)
- Carefully go through your document. Check the first letter of each sentence. Circle the words you forgot to capitalize. Count how many you need to correct.
- **Circle** any proper nouns that needs to be capitalized.
- **Total** the marks

## U Usage

- ✓ ***Did I use strong action words?***  
(sprint, smash, leap)
- ✓ ***Did I use the correct word?***  
(there/their, bare/bear, buy/by)

Using the **Write Outloud** Program

- **Highlight** the **suspect word**.
- Click on the **DICTIONARY** Icon
- **Look** at the list of **homonyms**. Click on the **Speaker Icon** to be sure you know the definition in that sense of the word.
- Click on **change** when you locate the right word or a different one.

# P Punctuation

- ✓ ***Did I use the correct punctuation after each sentence?***

( > , ? , ! )

- ✓ ***Did I put commas before connecting words?***

( No, but I wanted ...)

- ✓ ***Did I put commas in a series?***

(pizza, ice cream, cookies)

Using the **Write Outloud** Program

- Go to **Edit**
- **Select All**
- Click on the **Speaker** Icon.

(Listen carefully to the way your document sounds. Add ending punctuation and commas where they are needed.) When you hear something that needs to be corrected make the program **STOP reading** by clicking on the **STOP** Icon.

- Make a **Mark** where punctuation is needed.
- **Total** the marks

# S Spelling

✓ ***Have I spelled every word correctly?***  
(Spell Check)

Using the **Write Outloud** Program

- Go to **Edit**
- **Select All**
- Click on the **Speaker** Icon
- **Listen** to the **error prompt**
- Make a **mark** on the bottom of your paper every time you hear the error message.
- **Total** the marks

If the word you want is not listed:

- Highlight the word. Listen carefully to how the program says the word. Add any missing sounds. **Re-check Spelling.**
- Change the vowel (a, e, i, o, u) **Re-check Spelling.**
- Remove any prefixes or suffixes (es, ed, ing, etc.) **Re-check Spelling.**
- **Highlight** the **suspect word**. Click the **DICTIONARY** Icon. See if your word is listed there