LO: To edit and improve an information text

Well done everyone on your amazing work on your information texts. We have seen a fantastic improvement in your writing. You have made a massive effort and have tried very hard to include the skills we have learnt about (conjunctions, parenthesis, topic sentences). But, we can always improve and today we will aim to do that.

You have worked so hard so lets make them final touches for it to be best it can be.

<u>**Edit and improving**</u>

Edit - prepare (written material) for publication by correcting, condensing or otherwise modifying it.

<u>**Step 1**</u> - Reread each sentence carefully. Do they make sense? Are they full sentences? Are any words or punctuation missing?

<u>**Step 2**</u> - Reread each paragraph carefully. Are sentences linked? If not, how might you linked them? If they are, is the conjunction appropriate?

<u>**Step 3**</u> - Reread each paragraph carefully. How are your ideas organized? Have you started with the big ideas and then smaller details? If not, can you move these around?

<u>**Step 4**</u> - Look at all your green comments. Have you responded to them and corrected them?

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Step 5 - Think about the language you have used. Is it formal or informal. Can you change it so that it is formal?

Step 6 - We have explored parenthesis. Is there anywhere you can 'drop in' some parenthesis to add information?

Step 7 - Look at the language and vocabulary. Can you improve these with a thesaurus? Look at words which you are unsure about spelling. Use a dictionary to check these.

Step 8 - The basics: Make sure you ahev used capital letters at the start or sentences and for the names of places. Makes sure that you have used full stops at the end of sentences.