

### Proofreading: Letter to the Editor

Pass your pieces of homework round clockwise and focus each on just one or two aspects. Use different colours in your annotations. If something strikes you as unclear, misleading or incorrect, politely pencil in changes.

- 1) **Grammatical correctness A.** (*Use our sheet.*) (mark in violet)
  - Are definite and indefinite articles put correctly? (*school = lessons, the school = the building*)
  - Are quantifiers for countable and uncountable nouns used properly?
- 2) **Grammatical correctness B.** (*Use our sheet.*) (mark in orange)
  - Are the tenses correct? (With essays, it is often the present tense.)
  - Are adverbs used where needed and are they in their right positions?
- 3) **Content** (mark in red)
  - Are there at least three paragraphs for introduction (tell them, what you are going to tell them), main body (tell them) and conclusion (tell them what you have told them)?
  - Are there at least three arguments in the main part and are there examples to back them up?
- 4) **Powers of expression** (mark in green)
  - Are formal aspects kept to (salutation, name and address)?
  - Does this letter focus on one idea?
  - Are sentences short? Are ideas expressed succinctly and clearly?
  - Are there linking phrases that make clear who did what, how, where, when and why? (*Underline linking phrases that are used to good effect and put an exclamation mark on the margin!*)
  - Is there a final punch-line, a “short sharp shock”?

While working, you will observe silence. If anything needs to be said at all, whisper.

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