



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 cap	→ _____	Indicates a letter should be capitalized

Part A: Fill in the Blank

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

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

1. Match each item to its correct answer.

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