



We are **St Cuthbert's**



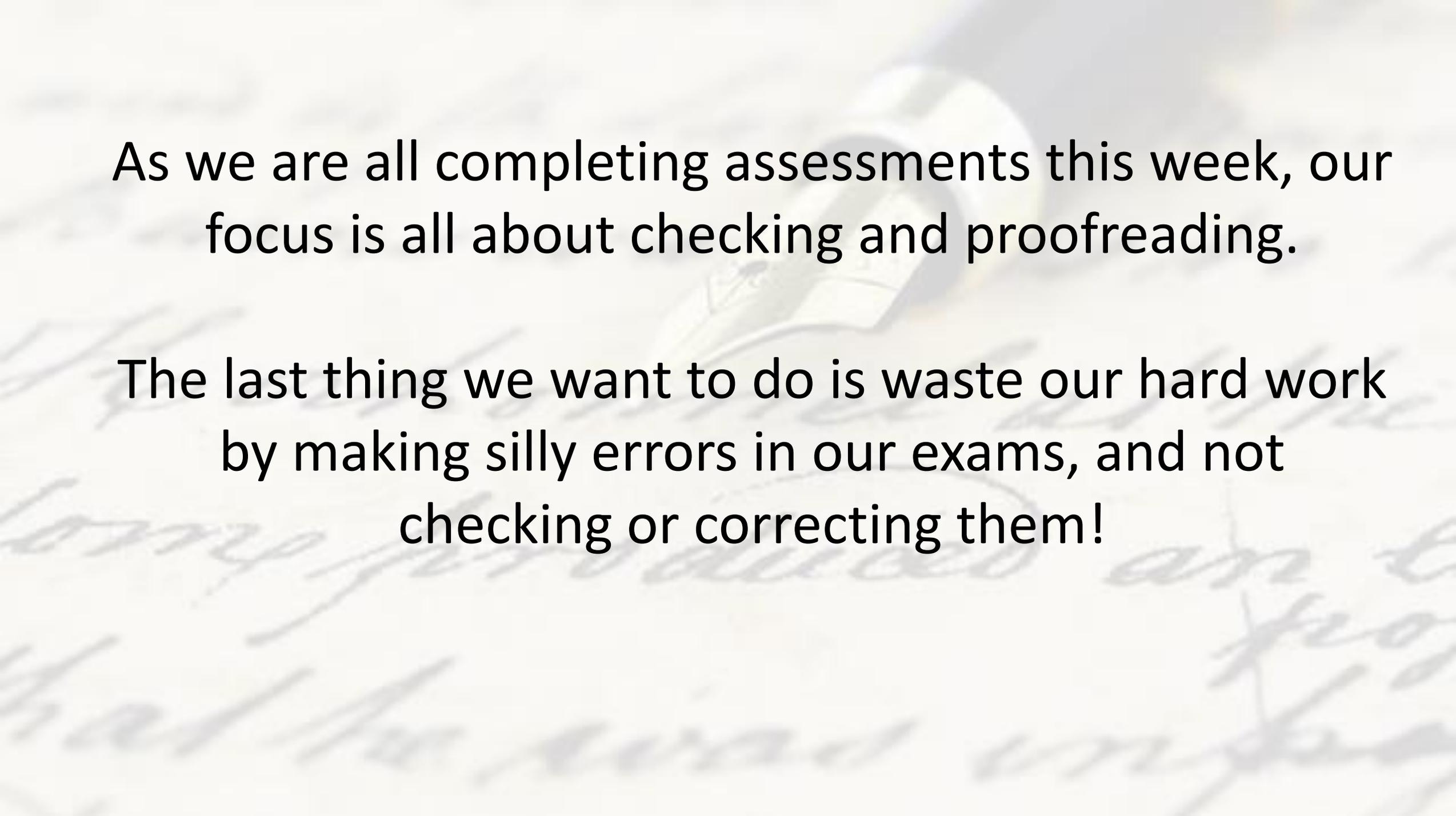
St Cuthbert's
Catholic High School

Live life in all its fullness

Punctuation Practice

Checking Your Work





As we are all completing assessments this week, our focus is all about checking and proofreading.

The last thing we want to do is waste our hard work by making silly errors in our exams, and not checking or correcting them!

Check what you have written

- Leave 5 minutes at the end of the exam to check your work.
- Check as many of the questions as you can, but make sure you go over the questions with SPaG marks especially carefully.
- 5 minutes isn't long, so there won't be time to check for everything. Look for the most obvious spelling, punctuation and grammar mistakes.

Check for common errors

When you're writing under pressure, it's easy to let mistakes creep in, but there are a few things you can watch out for...

Check for common spelling errors

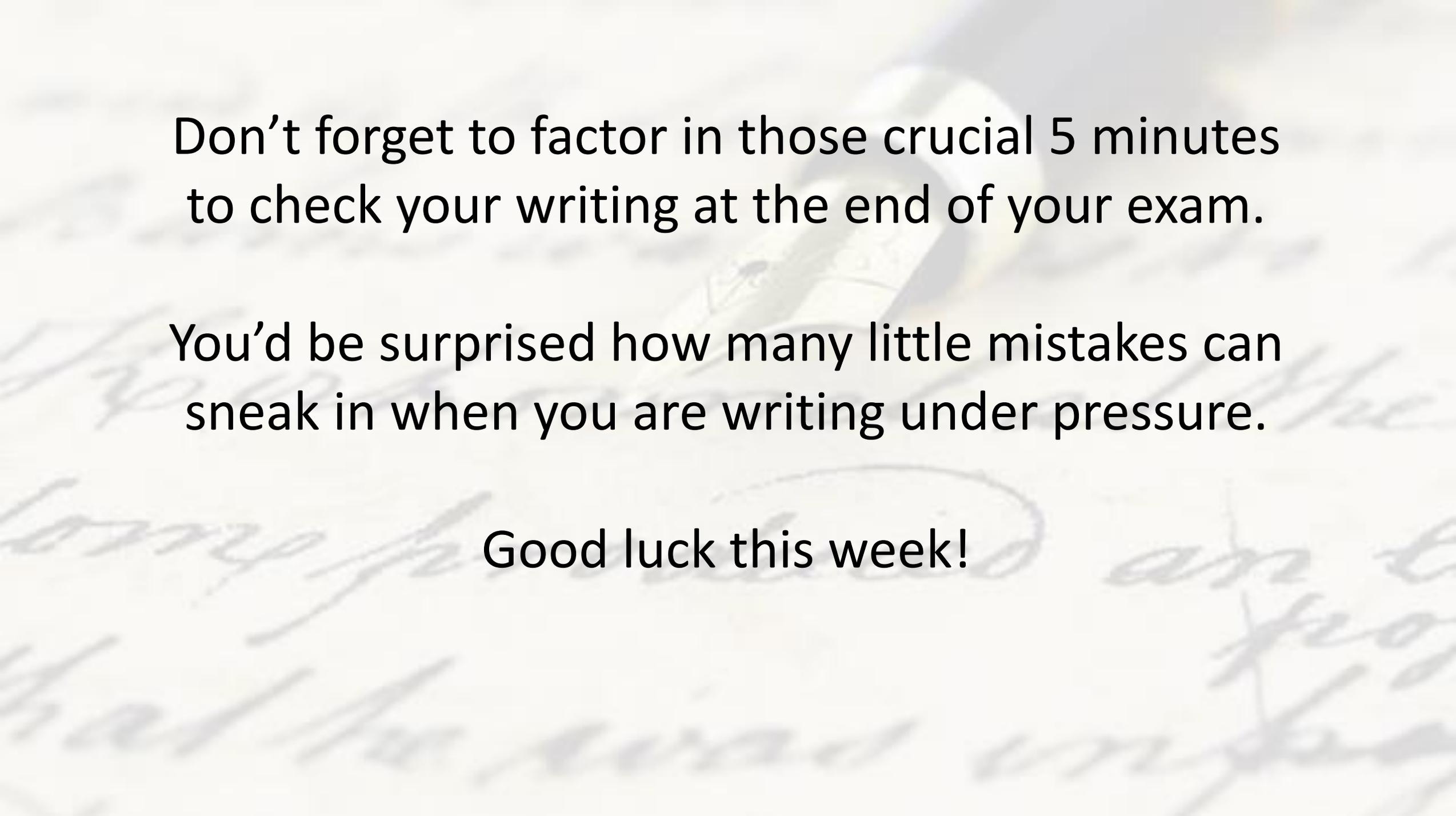
- Look out for **homophones** which sound the same but are spelt differently (e.g. their/there/they're)
- Check that you haven't used any '**text speak**' such as 'cos' or 'gonna'.
- Impress the examiner with the **technical words** you have learned for that subject, but **double check** that you have spelt them correctly!

Check for obvious punctuation errors

- Make sure that every sentence **starts** with a **capital letter** and has been **ended** with the appropriate punctuation mark (e.g. **full stop**).
- Don't use exclamation marks unless they are appropriate and you are certain that you need one.
- Make sure you have used **capital letters** for all **proper nouns**.

Make sure your grammar is correct

- Check that your writing is in the right style for the reader.
- Don't keep repeating the same words like 'and' or 'because'. Try to vary the words you use to make your writing more interesting.
- Check that you have changed to a new paragraph when you need to.
- If you know you often get confused with certain words, like 'it's' and 'its', check them extra carefully when you are in the exam.



Don't forget to factor in those crucial 5 minutes to check your writing at the end of your exam.

You'd be surprised how many little mistakes can sneak in when you are writing under pressure.

Good luck this week!



**KEEP
CALM**

AND

REMEMBER YOUR

PUNCTUATION



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