

Keyboarding - Correcting Capitals Proofreading

Summary

Students type a handout. In the handout, there are no capitals, and the students must type the capitals. Great practice for shift and proofreading.

Main Core Tie

Keyboarding I (7-9)

[Strand 4 Standard 1](#)

Additional Core Ties

Keyboarding I (7-9)

[Strand 3 Standard 2](#)

Time Frame

1 class periods of 45 minutes each

Group Size

Individual

Life Skills

Thinking & Reasoning, Communication

Materials

One computer per student and one "Capital Letters Proofreading" handout for each student.

Background for Teachers

Students will need some help with the capital rules. My text book has a reference page. Most keyboarding books should have it.

Student Prior Knowledge

Students should know alphabetic keys and capitalization grammar rules.

Intended Learning Outcomes

Students will key documents correcting capitals and all other mistakes.

Instructional Procedures

Start with a typing warm-up before beginning the activity. (5 minutes)

Pre-activity: Review grammar rules for capitals--when do we use capitals when do we not use capitals. Explain to the students that they need to correct the capitals as they go so that they are practicing the Shift key. If possible give the students a reference of the rules. Some students will not know all the rules, and this will help them. Explain that they need to proofread and correct errors when they are finished. (5-8 minutes)

Step 1: Give students the worksheet and read over it together. Once they are in their word processing program and have a header, have them zoom to 25% on the view. (This will stop them from proofreading as they type.) Reinforce that they need to proofread only after they finish. (3-5 minutes)

Step 2: Students type the document. Allow students to ask each other questions about the grammar

rules as needed. (10 minutes)

Step 3: All students should now proofread and spell check their document but not print it.(4 minutes)

Step 4: Have all students read over their document as you read it aloud. Have them tell you the correct places to capitalize as they go. This will help reinforce, not only the grammar rules, but also the need to proofread. Allow the student to make corrections as needed. Discuss capitalization rules again as you go to help reinforce them.(5-7 minutes)

Step 5: Tell students to now read their document out loud. Explain that some typos are not as noticeable when read silently, but more obvious when read aloud. Have students read aloud correcting all errors.(4 minutes)

Step 6: Students should print the document and turn it in for a grade. (1-3 minutes)

Bibliography

I have collected ideas (as we all have) from many sources as well as some of my own ideas. I have tried to always give credit to those who deserve it. If I have forgotten to give someone credit, please let me know so that I can give the appropriate credit. I created all lesson plans.

Authors

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