

PROOFREADING/THE FOREMAN
(To be used with English Language Arts Standard 3B.J)

Performance Standard 3A.J

Each student will write an expository theme on a topic chosen by the teacher or selected through a class activity such as brainstorming. The paper will be evaluated for mechanics using the Mechanics/Usage Rubric for conventions of English usage, and the results will be totaled to determine the student's performance accordingly:

- *Limiting errors in punctuation and spelling:* limit errors in punctuation, capitalization, end punctuation, and apostrophes as defined in the ISAT Writing Rubric Conventions list; limit spelling errors of age appropriate words; limit significant comprehension problems created by punctuation.
- *Limiting errors in usage:* limit errors in English Usage (e.g., subject-verb agreement, pronoun-antecedent agreement, misplaced modifiers, omitted words, homonyms, verb tense, connectors/transition words).
- *Limiting errors in sentence boundaries:* limit sentence boundary errors (i.e., fragments, run-on sentences); limit paragraph miscues and formatting errors.

Procedures

1. ***In order to use correct grammar, spelling, punctuation, capitalization and structure (3A)***, students should experience sufficient learning opportunities to develop the following:
 - Edit/revise draft documents to more effectively communicate the intended message.
 - Produce grammatically correct document using standard manuscript specification for a variety of purposes and audiences.
 - Format documents in final form for submission and/or publication.
 - Proofread for correct written English conventions.
2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Each student will be familiar with the rules of grammar and their application to written English.
4. Each student will be familiar with the techniques of editing and proofreading.
5. Each student will be familiar with the format for the finished document.
6. Hand out the selected topic, and students will write the first draft of the theme on day one. On day two students will revise, edit, and format the finished document.
7. Each student will be assessed on errors in mechanics and usage, using standard composition grading marks, and the numbers of minor and major errors will be totaled to determine the student's proficiency. The list of errors attached to the ISAT Writing Rubric is the standard. The attached rubric utilizes that list of errors to determine the student's level of proficiency.
8. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

Examples of Student Work not available

Time Requirements

- One class period for writing the draft of the theme
- One class period to revise, edit, and format the pages

Resources

- Writing materials, including available technology
- Copies of the writing prompt
- Conventions of Usage Rubric

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Expository

Sample Writing Prompt:

You are a foreman for a company which employs several hundred people. Among the people working for your company is a person who has been your best friend for as many years as you can remember. Your best friend (you supply his/her name) works under your direct supervision. To your amazement you have discovered that your friend is stealing supplies from the company. This practice has been going on for some time, but the amount of money is not very large, no more than a few hundred dollars at the present time. One of your tasks as foreman is to write an evaluation report on each person you supervise. The time for the annual evaluation report is only three days away. You must decide whether you are going to turn in your best friend to the supervisor and watch him/her be fired and possibly prosecuted for theft. You know that if you do not turn in your friend and the supervisor finds out about the thefts and your knowledge that this has been going on for a while, you may be fired and even prosecuted as an accomplice to the thefts.

Your task is to analyze this situation and write down what you intend to do to resolve this problem. What will you do with the information you have discovered about your friend? Why will you take the action you have described? What may the consequences be? Will you report your friend's theft or keep quiet and hope the supervisor does not find out? Is another solution to this problem possible? If you have any alternative ideas about how to handle the problem, you may include them in your explanation of what action you will take in this situation.

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Note: This *Conventions of Usage Rubric* was adapted from the ISAT Writing Rubric.

NAME _____ DATE _____

- Exceeds 11 - 12 total points
 Meets 8 -10 total points

- Approaches 5 - 7 total points
 Begins 3 - 4 total points

	Conventions of English – Punctuation and Spelling	Conventions of English – Usage	Conventions of English – Sentence Boundaries
4	<ul style="list-style-type: none"> • 0-2 minor errors in punctuation, capitalization, end punctuation, and apostrophes as defined in the ISAT Writing Rubric Conventions list. • No spelling errors of age appropriate words. • No significant comprehension problems created by punctuation. 	<ul style="list-style-type: none"> • 0-2 errors in English Usage, including: <ul style="list-style-type: none"> ○ Subject-Verb Agreement ○ Pronoun-Antecedent Agreement ○ Misplaced Modifiers ○ Omitted Words ○ Homonyms ○ Verb Tense ○ Connectors/Transition Words 	<ul style="list-style-type: none"> • No major sentence boundary errors (i.e., fragments, run-on sentences). • No paragraph miscues. • No formatting errors.
3	<ul style="list-style-type: none"> • 3-6 minor errors in punctuation, capitalization, end punctuation, and apostrophes. • 1-2 spelling errors of age appropriate words. • No significant comprehension problems created by punctuation. 	<ul style="list-style-type: none"> • 3-5 errors in English Usage, including: <ul style="list-style-type: none"> ○ Subject-Verb Agreement ○ Pronoun-Antecedent Agreement ○ Misplaced Modifiers ○ Omitted Words ○ Homonyms ○ Verb Tense ○ Connectors/Transition Words 	<ul style="list-style-type: none"> • No major sentence boundary errors (i.e., fragments, run-on sentences). • 0-1 paragraph miscue. • Minor formatting errors.
2	<ul style="list-style-type: none"> • 7-10 minor errors in punctuation, capitalization, end punctuation, and apostrophes. • 3-5 spelling errors of age appropriate words. • Some significant comprehension problems created by punctuation. Meaning can be determined with some effort. 	<ul style="list-style-type: none"> • 6-8 errors in English Usage, including: <ul style="list-style-type: none"> ○ Subject-Verb Agreement ○ Pronoun-Antecedent Agreement ○ Misplaced Modifiers ○ Omitted Words ○ Homonyms ○ Verb Tense ○ Connectors/Transition Words 	<ul style="list-style-type: none"> • 1-3 sentence boundary errors (i.e., fragments, run-on sentences). • 1-2 paragraph miscues. • Significant formatting errors.
1	<ul style="list-style-type: none"> • More than 10 minor errors in punctuation, capitalization, end punctuation, and apostrophes. • More than 5 spelling errors of age appropriate words. • Many significant comprehension problems created by punctuation. Meaning may not be determined. 	<ul style="list-style-type: none"> • 9 or more errors in English Usage, including: <ul style="list-style-type: none"> ○ Subject-Verb Agreement ○ Pronoun-Antecedent Agreement ○ Misplaced Modifiers ○ Omitted Words ○ Homonyms ○ Verb Tense ○ Connectors/Transition Words 	<ul style="list-style-type: none"> • More than 3 sentence boundary errors (i.e., fragments, run-ons). • Major paragraphing miscues <li style="text-align: center;">or • Paragraphing not attempted. • Major formatting errors.
Score			

NOTE: Errors are counted using the criteria of the ISAT Rubric for Grade 10

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Major Errors:

Sentence Construction Punctuation/Capitalization

Incorrect subject/verb agreement Omission of initial caps
Run-on(s) Common proper nouns
Fragment(s) Lack of or incorrect ending punctuation
Omitted words that interfere Missing or misplaced apostrophes
Incorrect usage
Incorrect use of common words Paragraph Format
Incorrect pronoun reference Using titles to delineate paragraphs
Confusing tense shifts Numbering paragraphs
Mixed or inconsistent paragraph formats

Spelling

Misspelled common words (same word misspelled is considered only once)

Minor Errors:

Sentence Construction Punctuation/Capitalization

Incorrect use of connectors between clauses Missing periods for abbreviations
Omitted words that do not interfere

Usage

Commas in a series, for opening or clauses
Awkward or odd use of words/phrases,
but meaning is still clear
Homonyms - its/it's, there/their, to/two/too

Spelling

Inventive spellings for unusual or less frequently used words