

# MIDDLE SCHOOL LANGUAGE ARTS CURRICULUM

## *Editing Checklist - 7<sup>th</sup> Grade - Lesson 3*

### **Objective(s)**

TLW

Create a checklist used for proofreading.

### **Classroom Instruction and Technology Connection**

Apply knowledge of grammar, usage, punctuation, and spelling.

### **Technology Skill(s)**

- tabs
- footer
- format
- spacing/columns
- spell check

### **TEKS**

7.18 selects and uses writing processes

7.19 evaluates his/her own writing and the writings of others

### **Materials**

Highlighters

### **Prerequisites for Students**

- log on
- name, save, and print document

### **Prerequisites for Teachers**

Read over activity card listed below.

### **Before the Computer Lab - Teacher**

Ensure students have a familiarity with all aspects of grammar listed above.

### **Before the Computer Lab - Student**

familiarity with all aspects of grammar listed above

### **Duration of Lesson**

~ 45 minutes

### **Activity**

TechWorks, Level 7, Word Processing, Activity 18 -- Editing Checklist

### **Extension Ideas**

- proofread a historical document
- modify checklist based upon a specific audience or purpose

**Modification Ideas**

- provide a checklist template for them to fill in the blanks
- provide a printed copy

**Assessment**

Final product either printed or saved to turn in folder meets all objectives listed above.

For an easy way to create your own rubric, go to Teach-nology.com at

[http://www.teach-nology.com/web\\_tools/rubrics/](http://www.teach-nology.com/web_tools/rubrics/)

**Adaptation Ideas**

Create checklists for other purposes than writing (taking a test, going on a trip, etc.)