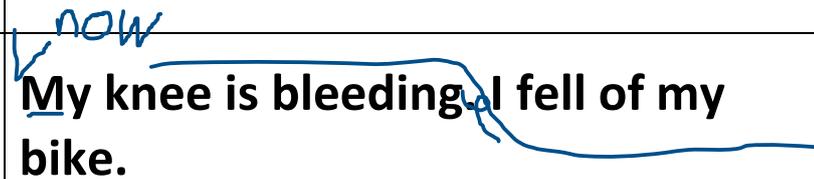


The Write Habit Editing and Proofreading Symbols for Conferencing Circles and Beta Reader pairs

Conference means 'discussion'. So, when you edit each other's writing make sure you talk about it! To guide your discussion, use the *Write Like a Reader strategy* on page 4 of your 'Write On It' or the 5 Ws + 1H questions.

Hint: Use a different coloured pen or pencil for easier reading of edits.

The symbol	Its meaning	Examples of use
	Add a word/phrase or punctuation <i>Hint:</i> It's okay to write a suggestion in the margin if there is no room around the text.	
	Capitalize <i>Hint:</i> Lots of writers forget to capitalize names of titles and proper nouns. Make sure you check carefully.	
	Don't capitalize <i>Hint:</i> This is also a common mistake, particularly amongst new authors. Remove all incorrect capitals.	
	Start a new paragraph <i>Hint:</i> Its okay to just use the two diagonal lines without the swirl at the top.	
	Spelling mistake <i>Hint:</i> Circle spelling mistakes then write SP above. If you know can, write the correct spelling in the margin, or else your partner will use the 'Have-a-Go' page.	
	Switch around text/ideas <i>Hint:</i> This is okay for small pieces of text. For larger switches, write it in the margin with the symbol. Use an arrow to indicate where you mean the change to go.	
	Delete a word/phrase or punctuation <i>Hint:</i> It's okay to write a suggestion in the margin if there is no room around the text.	

Instructions: Print on cardboard and laminate a copy for each Beta Reader pair to have available when required.