

# Activity . . . . . ➔ 27

## Editing and proofreading

### STUDENT HANDOUT

This game provides an entertaining way for you to find out more about how to edit and proofread your written work. Produce, with your group members, a piece of written work that is under 750 words in length. The topic can be a group choice, but make sure that it is related to this course in some way. When we next meet your peers are going to edit and proofread your work, and you will edit and proofread their work.

There is a slight twist to this game. When you produce your piece of written work you must deliberately incorporate a number of errors and mistakes. These should be the types of errors and mistakes that students should look for when their work is edited and proofread. However, you should try to make some of these very difficult to spot so that your peers really have to concentrate on editing and proofreading. Count the mistakes and keep a list: other groups will try to find them so you need to keep a detailed record so that you can check that they have been spotted by other groups. The group that is able to spot the most mistakes in all pieces of written work will be deemed the winner.

**Learning outcome:** By the end of this activity you will have a greater understanding of what to look for when editing and proofreading your work and will feel more confident in carrying out these tasks as your course progresses.