

Editing Checklist:

- Each of my paragraphs has a main idea. (check your plan – have you got all your ideas across?)
- I have used correct grammar (Mary and I, I am, he is, they are).
- I have used correct punctuation (full stops, commas, question marks).
- I have used quotation marks around dialogue and started the talking with a capital letter.
- I have used capital letters at the beginning of sentences.
- I have used capital letters for the names of people, pets and places.
- I have used capital letters for the titles of books, films, bands, TV programs etc.
- My spelling is correct (check if not sure).
- My sentences begin in different ways.
- My introduction is interesting.
- My conclusion is convincing.
- I have used adjectives to help explain how something feels, looks, smells, sounds or tastes.
- My descriptions ‘paint a picture’ in the reader’s mind.
- I have used adjectives, adverbs and synonyms to add interest (use a thesaurus).

Bibliography:

At the end of each project or piece of work where you have used reference books or websites, a bibliography must be included. The bibliography is placed at the back of the project.

1. Book Bibliography:

Books are listed in **alphabetical** order using the author’s surname.

Each entry is set out as follows:

Author’s surname and initial, title of book , Publisher’s name, year of publication.

eg/

Paterson, K, Bridge to Terabithia, Puffin Books, England, 1988.

2. Website Bibliography:

The website bibliography is listed under the book bibliography. Each entry is set out as follows:

Name of site – ULR of site, date you accessed this site.

eg/

BTN (Behind the News) - <http://www.abc.net.au/news/btn/>, 1st March 2009.

