

1) Letter from the Editor: SELF Editing

_____ Name: _____ LA _____
Magazine topic: _____

★**Read and edit your own *Letter from the Editor* using proofreading symbols and complete the following:**

1) Find and replace words to avoid if possible:

- Spell out abbreviations/contractions.
- Unclear verbs (BE, HAVE, DO)
- Spell out 1-99 before nouns. (*Two percent*)
- **GET** (get, got, gotten, getting)
- Vague language (stuff, thing)
- There is... / There are ... / There ...

2) Add transition words to connect ideas:

- and •but •or •nor •for •although •unlike •while •however •yet •unless
- therefore •in contrast •similarly •because •in other words •to sum up
- consequently •first •next •last •sometimes •surely •besides •undoubtedly
- in addition •likewise •furthermore •for instance •for example •on the other hand •moreover •accordingly •nevertheless •not only ... but also
- both ... and •whereas •currently •subsequently

□ **ENSURE LETTER MEETS ALL REQUIREMENTS:**

- 2+ column format, non-fiction focus, *template* used
- Times New Roman, 12 point font
- Photos and/or images match the letter's content.
- Each paragraph addresses a new topic:
- ***Parent edited and signed draft*** included.
 - *Overall purpose and/or goals of the magazine*
 - *Personal goals*
 - *Experiences with developing the magazine*
 - *People encountered, excellent writing / art*
 - *Struggles*
 - *Successes*
 - *Description of outstanding magazine items*

- **BEFORE PRINTING YOUR FINAL COPY, read your letter out loud and edit it again.**
- Make additional corrections **BEFORE** you print your final *Letter from the Editor*.

★Student signature _____

2) Letter from the Editor: PEER Editing

_____ Name: _____ LA _____
Peer Name: _____

★**Read and edit your peer's *Letter from the Editor* using proofreading symbols and complete the following:**

1) Find and replace words to avoid if possible:

- Spell out abbreviations/contractions.
- Unclear verbs (BE, HAVE, DO)
- Spell out 1-99 before nouns. (*Two percent*)
- **GET** (get, got, gotten, getting)
- Vague language (stuff, thing)
- There is... / There are ... / There ...

2) Add transition words to connect ideas:

- and •but •or •nor •for •although •unlike •while •however •yet •unless
- therefore •in contrast •similarly •because •in other words •to sum up
- consequently •first •next •last •sometimes •surely •besides •undoubtedly
- in addition •likewise •furthermore •for instance •for example •on the other hand •moreover •accordingly •nevertheless •not only ... but also
- both ... and •whereas •currently •subsequently

□ **ENSURE LETTER MEETS ALL REQUIREMENTS:**

- 2+ column format, non-fiction focus, *template* used
- Times New Roman, 12 point font
- Photos and/or images match the letter's content.
- Each paragraph addresses a new topic:
 - *Overall purpose and/or goals of the magazine*
 - *Personal goals*
 - *Experiences with developing the magazine*
 - *People encountered, excellent writing / art*
 - *Struggles*
 - *Successes*
 - *Description of outstanding magazine items*

3) List specific suggestions that the writer should complete to improve the *Letter from the Editor*:

★Peer signature _____

3) Letter from the Editor: PEER/PARENT Editing

_____ Name: _____ LA _____
Peer/Parent Name: _____

★ **Read and edit your peer's Letter from the Editor using proofreading symbols and complete the following:**

1) Find and replace words to avoid if possible:

- Spell out abbreviations/contractions.
- Unclear verbs (BE, HAVE, DO)
- Spell out 1-99 before nouns. (Two percent)
- **GET** (get, got, gotten, getting)
- Vague language (stuff, thing)
- There is... / There are ... / There ...

2) Add transition words to connect ideas:

- and •but •or •nor •for •although •unlike •while •however •yet •unless
- therefore •in contrast •similarly •because •in other words •to sum up
- consequently •first •next •last •sometimes •surely •besides •undoubtedly
- in addition •likewise •furthermore •for instance •for example •on the other hand
- moreover •accordingly •nevertheless •not only ... but also
- both ... and •whereas •currently •subsequently

□ **ENSURE LETTER MEETS ALL REQUIREMENTS:**

- 2+ column format, non-fiction focus, *template* used
- Times New Roman, 12 point font
- Includes a photo or images matching article content
- Photos and/or images match the letter's content.
- Each paragraph addresses a new topic:
 - Overall purpose and/or goals of the magazine
 - Personal goals
 - Experiences with developing the magazine
 - People encountered, excellent writing / art
 - Struggles
 - Successes
 - Description of outstanding magazine items

3) List specific suggestions that the writer should complete to improve the *Letter from the Editor*:

★ Peer/Parent signature _____

4) Letter from the Editor: PARENT Editing

_____ Name: _____ LA _____
Parent Name: _____

★ **Read and edit your child's Letter from the Editor using proofreading symbols and complete the following:**

1) Find and replace words to avoid if possible:

- Spell out abbreviations/contractions.
- Unclear verbs (BE, HAVE, DO)
- Spell out 1-99 before nouns. (Two percent)
- **GET** (get, got, gotten, getting)
- Vague language (stuff, thing)
- There is... / There are ... / There ...

2) Add transition words to connect ideas:

- and •but •or •nor •for •although •unlike •while •however •yet •unless
- therefore •in contrast •similarly •because •in other words •to sum up
- consequently •first •next •last •sometimes •surely •besides •undoubtedly
- in addition •likewise •furthermore •for instance •for example •on the other hand
- moreover •accordingly •nevertheless •not only ... but also
- both ... and •whereas •currently •subsequently

□ **ENSURE LETTER MEETS ALL REQUIREMENTS:**

- 2+ column format, non-fiction focus, *template* used
- Times New Roman, 12 point font
- ***Parent edited and signed draft*** included.
- Photos and/or images match the letter's content.
- Each paragraph addresses a new topic:
 - Overall purpose and/or goals of the magazine
 - Personal goals
 - Experiences with developing the magazine
 - People encountered, excellent writing / art
 - Struggles
 - Successes
 - Description of outstanding magazine items

3) List specific suggestions that the writer should complete to improve the *Letter from the Editor*:

★ Parent signature _____