



Workshop Title: CUPS: a proof-reading strategy

Learning Intentions: At the end of this workshop participants will be able to:

- effectively use the CUPS proof reading strategy to support the learning of a Marist student at home.

Summary of Learning:

Capitals: Read the through the writing looking for correct capitalization of proper nouns and at the start of sentences. If using the template add any corrections made to this sheet.

Understanding: Read the writing aloud to ensure the sentences make sense. If using the template add any corrections made to the sheet.

Punctuation: Read the writing and make corrections to punctuation. If using the template add any corrections made. Keep an eye out for common themes to punctuation corrections over different pieces of writing. Make a personal checklist.

Spelling: Read the writing and make any corrections to spelling. If using the template add any corrections made. Make a personal weekly spelling list and put it in a prominent space to rehearse over the week.

Some CUPS tips.

For most students it is usually a relief to finish a writing task, however the work is really just beginning at this point. Transforming 'good' writing into 'great' writing occurs when effort is put into the proofreading process.

1. Print text to proof read.
2. Proof read for one aspect of CUPS at a time.... That means 4 reads!
3. If you use a spell checker – create your own proof-reading check list.
4. Read the work aloud.
5. Try reading backwards for C and S.

Marist College Bendigo Student Proofreading Practice.



Student name _____ 1:14 _____

The last and best process before submitting any assignment is to use CUPS to proof your work and then ask a critical friend to proof read your work.



CUPS	C	U	P	S
What I need to do Check for: <ul style="list-style-type: none"> • Capitals • Understanding • Punctuation • Spelling Record all changes/edits made by you in the table under the correct heading.	E.g. I forgot a capital for the word England.			
Author: Sign off once completed				
Edits suggested by Critical Friend	E.g. You need a capital for the word india.			
Critical friend (peer or parent): write & sign your name				
From using CUPS in this assignment I now know that:				