

Manual Proofing Techniques

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U2.3

WHAT THIS LESSON DOES

Use manual proofing techniques such as reading aloud, reverse reading and marking up printed pages or PDFs to find errors missed by software. Apply at least three human fixes to improve your newsletter.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.3	Proof and edit a document before printing.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Apply manual proofing methods: read aloud, reverse reading, paper or zoomed PDF markup
- Find errors software missed
- Apply at least three human-caught fixes to the project newsletter

BEFORE THE BELL

- Day before: spot-check Project_Portfolio/09_specialism/sm1 for sm1_doc2_newsletter.docx and pre-stage missing-file fallbacks for known gaps.
- Prepare the sample paragraph for pasting or dictating to students.
- Decide if students work alone then pair for fresh-eyes review (teacher-gated only).
- Prepare one pre-exported PDF of the practice paragraph for a single teacher zoom demo.
- Plan the fallback for missing newsletters: new sm1_doc2_newsletter_v7 from corrected practice text plus planted slips.
- Project the practice paragraph; optional: one pre-exported PDF of the same text zoomed on screen for a single teacher demo
- Students need word processor access and cloud portfolio; sample paragraph available to paste; optional printer; pre-exported PDF ready for one teacher zoom demo
- No prep needed beyond circulating during the practice pass
- Day before: folder check for sm1_doc2_newsletter.docx and pre-stage fallbacks. In class: confirm each student can open the file in the first two minutes; scrap paper on desks; circulate for leftover planted seeds before banking v7

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HOW THE LESSON RUNS

5 min	introduction	Introduction
7 min	content	Key concepts
12 min	activity	Step-by-step task
4 min	content	Common issues
22 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Project the practice paragraph and catch errors as a class before revealing the full answer key.
- Model one sentence aloud; students then whisper-read or partner-read as directed.
- Required student path in step-by-step: create/paste, whisper-read, reverse reading, apply fixes, final quiet read. Software pass and pair pass only if you start them. PDF/zoom is teacher demo only on the practice file.
- On the real newsletter, require whisper-read and reverse reading as the two methods; paper or zoomed PDF is optional.
- Circulate during independent practice to check for fix lists on sm1_manual_proofing_practice, matching edits, and no leftover planted seeds in v7.
- In the first two minutes of independent practice, verify each student can open sm1_doc2_newsletter.docx or start the fallback.
- Seed only as teacher-led Plan B after a full hunt; when the real file exists, require at least one genuine live catch.
- Run a quick class share of error types at the end.
- Homework only for the extension checklist on a second Module 1 document after the in-class newsletter pass is complete.
- Do not confuse sm1_manual_proofing_practice with the earlier software-proofing practice file from the previous lesson.

WHAT TO WATCH FOR

- Students claim no errors remain after software check; run a 60-second class hunt on a volunteer's paragraph to demonstrate catches.
- Overlooking homophones or missing words; remind them to focus on these during reverse reading.
- Forgetting to apply fixes to the real newsletter; check that edits match the proofing list.
- Leaving deliberate seeds in sm1_doc2_newsletter_v7; check seeds are deleted before banking.
- Saving under mixed filenames; collect only sm1_doc2_newsletter_v7 plus sm1_manual_proofing_practice.

DIFFERENTIATION

- Support: Provide a printed checklist of common issues for students to tick off.
- Extension: Challenge students to create their own five-line personal proofing checklist on a second Module 1 document.
- Support: Allow pair work for the independent practice if struggling alone.
- Support: Use the missing-file fallback so every student still produces bankable evidence.