03 Avoiding mistakes – Möglichkeiten der Selbstkorrektur lernen und einsetzen

How to proofread a text?
Everybody makes mistakes. That's why it is very important to proofread your text.
Here are some tips:

- Take a break before you proofread.
- Read your text several times focusing on different aspects (content, structure, spelling and grammar).
- Read backward, from right to left to check the spelling.
- Read your text aloud.
- Have a look on your typical mistakes. Use your own checklist with mistakes you commonly make when proofreading your text.

A1 From your mistakes you can learn which rules you need to keep in mind when writing. When a teacher or fellow student has corrected your text, collect your typical mistakes in a table together with the correct forms and rules you need to apply. Look at this table before writing another text. Read the example.

Example List: *My typical writing mistakes*

mistakes	*correct forms*	*rules and examples*
*I live in **germany**.*	*Germany*	*Capitalisation of names, countries, languages, nations...* → *Many German students learn English.*
*My hobbies are *sports *gaming *reading and biking.*	*My hobbies are sports, gaming, reading and biking.*	*Punctuation rules: commas are used with enumerations* → *I like soccer, basketball and baseball best.*
*She **go** to the cinema.*	*She **goes** to the cinema.*	*Grammar rules: Third-person-singular-s (He, she, it the s must fit.)* → *Mary likes movies.*

A2 Have a look at your last piece of writing your teacher or a fellow student has corrected. Start your own list of typical mistakes.

My typical writing mistakes

mistakes	*correct forms*	*rules and examples*

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Missing punctuation

A1 Read the rules.

Punctuation Rules

① **Comma (,):**
- Use commas to separate independent clauses in a sentence.
  ⟶ The game was over, but the crowd refused to leave.
  ⟶ Yesterday was her brother's birthday, so she took him out to dinner.
- Use commas after introductory words, phrases, or clauses that come before the main clause:
  ⟶ While I was eating, the cat scratched at the door.
  ⟶ f you are ill, you ought to see a doctor.
- Introductory words that should be followed by a comma are: yes, however, and well.
  ⟶ Yes, you can come to the party.

② **Full Stop (.):** The primary use of a full stop is to end a sentence. Its second important use is for abbreviations.

③ **Question mark (?):** It has one use, and one use alone. It goes at the end of a sentence which is a question.
⟶ How many will be at the party?

④ **Exclamation mark (!):** Only use this when issuing a command or speaking forcefully!

⑤ **Quote marks (“ ”):** Quotation marks are used to quote another person's words exactly, whether they be spoken or written.
⟶ John said, “We are going shopping.”

⑥ **Colon (:):** A colon should be used after a statement to introduce one or more directly related ideas, such as a list.
⟶ The daily newspaper contains four sections: news, sports, entertainment, and ads.

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A2 Apply the laws of punctuation to the following sentences.

a) What are you going to do tonight Josh
b) What an amazing wedding
c) I am going to go home if I finish my homework on time
d) I don't like it
e) When are you going to go shopping in the city
f) I live in Munich in a house opposite the art gallery
g) Stop that now please
h) Who has left this mess on the table in my classroom
i) Do you attend the Gayton High School Jenny
j) London is the capital city of England in the United Kingdom
k) Help me I'm drowning
l) Our head teacher is called Mrs Miller

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Grammar mistakes

Grammar mistakes are mistakes concerning the correct use of tenses, word order, pronouns, adverbs – simply everything which has to do with grammar.

A1 Find the mistakes, circle and correct them. Write down the correct text.

Hello,
My name is Susan. Im forteen and I life in Germany. My hobbys are go to discos, sometimes I hear music on the radio. In the summer I go bathing in a lake. I havent any brothers or sisters. We takebusses to scool. My birthday is on Friday. I hope I will become a new guitar.
Im looking forward to get a email from you.

Yours,
Susan

A2 Read the text and find the mistakes. Circle and correct them. Write down the correct text.

How to be a teenage millionaire

Ashley (17), a computer geek from Detroit, has got a millionaire. Today she's a successfull businesswoman with her own company and she already buy a house for $250,000.
Her idea was very simple. Her website, whateverlife.com, offer free designs that teenagers can used for their myspace.com pages.
While other children watched TVor playing outside, she taught herself HTML. She loved working with colours and designs.
In 2004, she borrow $8 from her mother to buying the whateverlife.com domain name. She doesn't want to start a business. She just want a website to show her layouts to her friends.
More and more people start to visit the website and download her designs. Advertisers started to get interesting on advertising on her site. In September 2005, Ashley receive her frist cheque from the big advertising company, Value Click Media. It is $2,700. The next was for $5,000, the third was for $10,000 and so on.
Today the business brought $70,000 a month. The design be still free. The money come from adverstising.

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