

**Title:** Proofreading with “SCOPE”

**Appropriate Grade Level:** Intermediate and Advanced

**Brief Description:** As students get older, error free work becomes more and more important. This intervention offers students a mnemonic device for remembering the steps involved in thorough proofreading.

**Materials Needed:**

1. Posterboard with the SCOPE steps written on it:
  - Spelling:** Is the spelling correct?
  - Capitalization:** Are the first words of sentences, proper names, and proper nouns capitalized?
  - Order of Words:** Is the syntax correct?
  - Punctuation:** Are there appropriate marks for punctuation where necessary?
  - Express Complete Thought:** Does the sentence contain a noun and a verb or is it only a phrase?
2. Student-generated writing piece that needs to be edited.
3. Sample piece of writing on an overhead
4. Overhead projector

**Procedure/Steps:**

1. Discuss with the students how often they get into difficulty because they are not sufficiently skilled at proofreading their papers before they submit them and therefore get low grades because their papers have many errors in them.
2. Teach the students the mnemonic strategy “SCOPE” using the posterboard.
3. Demonstrate using SCOPE with a sample piece of writing on an overhead projector.
4. Give the students ample practice and opportunity to apply SCOPE in their own work.

**Suggestions for Evaluating Effectiveness:**

Record the average number of errors in the work turned in for a group of selected students or for the entire class for several weeks. Compare the scores over time.

**Comments/tips:**

If necessary, staple a copy of the SCOPE sheet to student’s papers before they turn them in to remind them to edit their work.

**Source:**

Bos, C.S. & Vaughn, S. (2002). *Strategies for teaching students with learning and behavior problems*. Boston: Allyn and Bacon.