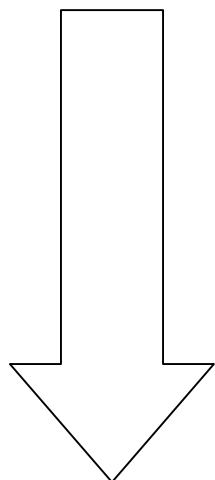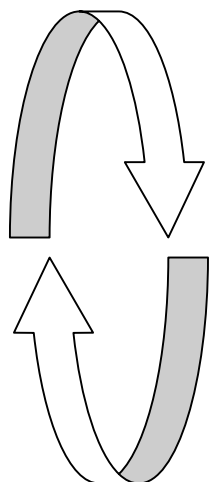# Proofreading with Robots

(1) WRITE

Think about something

Write your thoughts down—without worrying about spelling, grammar, or punctuation

Teachers need to turn off automatic spell checking, automatic grammar checking, and any other automatic stuff so that kids can get their very own thoughts down without feeling like some robot is looking over their shoulder, changing stuff on the fly, putting red lines under some words, green lines under others. Teachers need to increase font size and line spacing in the default settings so that it's easy for students see what they have written. (See "Turn-offs in Word" at www.soesd.k12.or.us/files/turnoffs_in_word.pdf)

(2) LISTEN

Listen to the robots read what you've written.

(For more about this, go to "Hearing Voices" at www.soesd.k12.or.us/support/training)
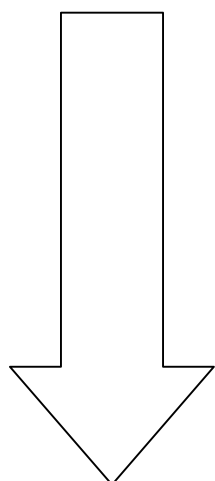
Ask yourself: Does this sound right?

Notice what doesn't sound right.

Fix what you can.

- it might be **spelling**,
- it might be **punctuation**,
- it might need some **words added or taken away**

Listen again … (Keep cycling through this until it sounds good or until you've run up against something you can't fix.)

(3) CHECK CONVENTIONS

NOW is the time to **use your computer's spelling and grammar checker**

Grammar

Punctuation

- capitals at the beginning of sentences
- periods at the end

Before you actually publish, have a HUMAN BEING who is good at spelling, grammar, and punctuation look critically at your writing.

Checking conventions are the last thing you should do before publishing. If you're not going to be publishing, you don't need to worry so much about conventions—but you knew that.