Name Year Date

**Editing Skills**

**Exercise 1**

Tasks – The text below requires editing:

1. Fill in the missing apostrophes
2. Change the font style to Arial size 14
3. Justify the text

The class didnt go on the schools trip to the zoo because the school hadn’t ordered the company buses. However, the next days activities proceeded as planned. At the bus stop, before entering the zoos gates, the teacher said that students shouldnt fool around, but that they must write down the animals habits. He would mark the pupils notebooks. The students attitude was excellent. At the days end, the teacher felt that the childrens behaviour and discipline had been fantastic.

Name Year Date

**Editing Skills**

**Exercise 2**

Task - Unscramble the story sentence by sentence and type the new version in the table below. To help you keep track try using the ‘strikethrough’ key  which can be located within the Font tool bar.

car green Tom a had. car loved his playing with He. a great was It car. day One he shopping out went. him car had with He his. sweet went to He shop into the for buy sweets mum some his. When find home he car couldn’t got he his. had He it the sweet left shop in! back shop He the to went. shopkeeper car seen He if the he’d asked the. found jar of shopkeeper Luckily the had sweets the car in the. it noticed dropped that Tom hadn’t he’d!

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| Think of a title for the text. |
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