

## How to Use *Daily Paragraph Editing*

You may use *Daily Paragraph Editing* in several ways, depending on your instructional objectives and your students' needs. Over time, you will probably want to introduce each of the presentation strategies outlined below so you can identify the approach that works best for you and your students.

The four paragraphs that comprise each week's editing lessons include a set of errors that are repeated throughout all four paragraphs. We recommend that you provide a folder for students to keep their *Daily Paragraph Editing* reference materials and weekly lessons. It will work best to reproduce and distribute all four daily paragraphs for a given week on Monday. That way, students can use the previous days' lessons for reference as the week progresses.

### Directed Group Lessons

*Daily Paragraph Editing* activities will be most successful if you first introduce them as a group activity. You might also have students edit individual copies of the day's lesson as you work through the paragraph with the group. Continue presenting the Monday through Thursday lessons to the entire class until you are confident that students are familiar with the editing process. Try any of the following methods to direct group lessons:

#### Option 1

1. Create and display an overhead transparency of the day's paragraph.
2. Read the paragraph aloud just as it is written, including all the errors.
3. Read the paragraph a second time, using phrasing and intonation that would be appropriate if all end punctuation were correct. (You may find it helpful to read from the Editing Key.) Read all other errors as they appear in the text.
4. Guide students in correcting all end punctuation and initial capitals in the paragraph; mark corrections in erasable pen on the overhead transparency.
5. After the paragraph is correctly divided into sentences, review it one sentence at a time. Have volunteers point out errors as you come to them, and identify the necessary corrections. Encourage students to explain the reason for each correction; explain or clarify any rules that are unfamiliar.