

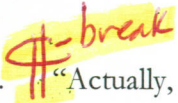


Proofreading Guide for Narratives

Name: _____



| Do each of these things in your narrative. | Proofreading Symbols – How to identify specific mistakes |
|--|--|
| 1. Use paragraphs to show these shifts: <ul style="list-style-type: none"> • shifts in time, place, and action, • changes of speaker during dialogue. |  – Begin a new paragraph |
| 2. Narrate in one consistent verb tense (past or present) without shifting tenses. | VT – improper shift in Verb Tense |
| 3. Follow the correct format for punctuating dialogue , using quotation marks and other punctuation properly. | Add in the appropriate punctuation mark:  |
| 4. Avoid sentence fragments, run-on sentences, and comma splices. | Frag – sentence fragment ROS – Run-On Sentence CS – Comma Splice |
| 5. Check and fix all errors in spelling, punctuation, and usage. | sp – misspelled word |
| 6. Overall, aim to make your narration smooth, vivid, and clear, avoiding awkward and vague sentences. Use precise words, active voice, and a variety of sentence structures. | AWK – awkward – rephrase to achieve better flow vague – vague – rephrase as precisely as possible var – use better sentence variety to avoid repetition WC – word choice – choose words that are appropriate for the audience and tone of the assignment AV – Use active voice (instead of passive voice) |




ACTIVITY – The following conversation, excerpted from an award-winning fictional story, contains mistakes that have been identified with proofreading symbols. Make sure that you understand each mistake and how to fix it.


“You didn’t say our stories needed dialogue!” Jerry shouted disrespectfully.  “Actually, I did,”

Mr. Robel replied, his voice calm and patient. “However, perhaps you weren’t listening when I said it.”

“He’s right, dude,” said Jerry’s best friend, Hector, from the back row.

Then Marlene, Jerry’s girlfriend,  speaks up. “It’s true,” she  says. “Look at the rubric, Jerry.”

Jerry looked from Hector’s face to Marlene’s, and then down at the rubric on his desk. “Oh,” he said,  feeling deeply ashamed.  I’m very sorry, Supreme Commander. Please forgive my mistake. 

“I forgive you, son,” said Mr. Robel with heroic benevolence, “but I hope you will turn from your ignorance and follow the light of knowledge.” 

Jerry raised his eyes to Mr. Robel’s kind face. “Oh bless you, Great Leader! I promise to follow your example from now on and live my life according to the rules of good grammar!”

* Notice where the proofreader identified the need for a new paragraph, two shifts in verb tense, a fragment, and missing punctuation.

Original Short Story - Complete Grading Criteria

An “A” story will demonstrate these traits:

Focus & Organization

1. Focus on a **protagonist** and on this person’s **central conflict** (whether *internal, external, or both*).
2. Use effective **pacing** to keep the reader engaged, to make smooth shifts in time and place, and to focus on key events and interactions (while summarizing or skimming the *less important* events).
3. Use a consistent **point of view** to present characters and events.

Development & Elaboration

4. Narrate a **coherent sequence of events** that develops the protagonist’s central conflict.
5. Use **precise words, sensory details, and dialogue** (and possibly *interior monologue*) to convey a vivid picture of the *characters, key events, and settings*.
6. Provide an effective **conclusion** that follows from the story’s events and resolves its central conflict.
7. Communicate a **theme about an issue of importance**, such as relationships, growing-up, morality, injustice, human nature, survival, friendship, self-knowledge, compassion, or love. (Don’t treat any characters like objects.) A story’s **theme** can be brought to life through any combination of these techniques:
 - **A Significant Statement** — A line of dialogue spoken by a character — an observation made by the narrator can communicate theme clearly.
 - **Protagonist’s Traits, Learning, and Growth** – The main character’s thoughts and actions should reveal his or her important traits. Theme can emerge from the protagonist’s key traits and the conflicts he or she faces. It can also emerge from what the main character learns, or how the main character grows or changes.
 - **Conflict and Plot** - A story revolves around a main *conflict* that is central to its theme. What conflicts do the characters face, and how are the conflicts resolved? Is the conflict’s resolution portrayed *positively or negatively*?
 - **Title** - The title may reflect a story’s *subject or significant idea*. It may refer to a significant detail or symbol in the story, it may express multiple meanings, and it may also emphasize key ideas in the story.
 - **Setting** - Setting can convey theme because of *what it means to the characters and readers*. How does the setting affect the characters and the plot? What conflict or ideas might it represent that are related to theme?
 - **Foil Characters** – To communicate theme, writers often use a minor character as a foil to emphasize the significant traits of a main character. (Both Dallas Winston and Johnny Cade are foils for Ponyboy.)
 - **Motif and Symbolism** – A motif is a pattern created in a story by the repetition of an image, word, action, or idea that points to some sort of meaning. A symbol is an image, word, object, action, or anything else in a story that not only plays a literal role in the story, but that also suggests a larger idea or meaning. (For example, Slim’s puppies and Candy’s dog can be considered important symbols in *Of Mice and Men*.)
 - **Irony** – Irony is an intentional discrepancy between *appearance and reality*, between *expectation and outcome*, or between what the author *seems* to be saying and what the author *actually is* saying. When an author uses irony, there is something significant that readers should recognize and understand but that one or more characters fail to recognize and understand. (It is **ironic** that Johnny writes to Ponyboy, “There’s still lots of good in the world. Tell Dally. I don’t think he knows” because Dally already gave up on life and got himself killed before Ponyboy read Johnny’s letter.)
 - **Allusion** – An allusion is a reference to a story, poem, song, book, myth, or person that suggests a key idea or theme. (In *The Outsiders*, the reference to Robert Frost’s “Nothing Gold Can Stay” is an allusion.)

Language & Mechanics

8. Include **precise words** and phrases, **specific details**, and **sensory language**.
9. Use **quotation marks, paragraph-breaks, and punctuation** correctly, as well as correct grammar, mechanics, and spelling.