Using a word processor

When using a word processor it is important that the students proofread and edit the draft copy by hand to demonstrate these skills to the teacher. Students should print off a draft before checking their writing. Both the draft (showing proofreading and editing) and the published copy should be sent to the teacher.

Spelling and grammar checks in word processing packages may be used by the student, however an additional check by hand is required. Spelling and grammar checks are useful when the writer has some idea of the correct spelling or meaning of a word. Proofreading and editing by hand encourages students to use a variety of sources to find correct spelling. This is an essential part of student learning because spelling is a thinking process rather than a rote learning task.

Students using a word processor for the publishing stage only, should also supply their handwritten draft to the teacher.