

## **COPS**

COPS is a proofreading strategy.

### **C Capitalization**

- first word in a sentence
- proper nouns
- if not sure - ask

### **O Overall editing**

- handwriting
- paper neat
- margins indented (or paragraphs double-spaced)
- complete sentences
- if not sure – ask

### **P Punctuation**

- end of sentence: period, question mark, exclamation mark
- comma – series
- if not sure – ask

### **S Spelling**

- eyeball: does it look right? Circle misspelled words
- sound it out
- dictionary
- if not sure – ask

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**Handout 7.11**