

Name: _____
Date: _____

Section: _____
Score: _____

Competency: Revise Writing for Clarity- correct spelling, appropriate punctuation marks, and transition words

Writers need editors to check their piece and make revision if necessary. When editors revise, they make corrections on the grammar and content to improve the written piece. When revising for clarity, acknowledge, occasion, tomorrow, finally and many more. The punctuation marks are symbols used to help the readers understand a sentence and the whole text.

Punctuation marks need to be appropriate too. The use of these can be very complex. Each punctuation mark can be used in many ways.

- ✓ Period (.) - Used at the end of declarative and imperative sentence
- ✓ Question Mark (?) - Used at the end of an interrogative sentence
- ✓ Comma (,) - Used to separate three or more item in a series, to separate independent clauses in a sentence, to set off dates and addresses and after introductory words or phrases
- ✓ Semicolon (;) - Separates two closely linked clauses and shows that there is a link between them - It separates item in complex lists
- ✓ Colon (:) - Introduces lists (including examples), summaries, and second clause that expands or illustrates the meaning of the first.
- ✓ Parenthesis () - Use to enclose information that clarifies
- In abbreviations and acronyms, this symbol is used after the full term.
Example: National Capital Region (NCR)

Transition or signal words are words that help connect or link ideas, phrases, sentences, or paragraphs to make the content clearer and easier to understand.

ACTIVITY I

Directions: Read the article below and answer the questions that follow.

(1) The Department of Health (DOH) advised the public to always wear facemasks together with face shield and maintain social distancing to avoid the transfer of COVID-19. (2) Washing hands regularly is also needed? (3) Moreover, DOH confirmed that one male Filipino who has travel history outside the country was infected with the UK variant. (4) Contact tracing is now ongoing too avoid the spread of the virus.

1. What is the misspelled word in sentence number one? Write the correct spelling opposite the misspelled word. (Ex. for-four)
2. What transition word is used in sentence number 3?
3. What sentence number got the wrong punctuation mark? (write the number)
4. What are the misspelled words in sentences three and four? Write the correct spelling opposite the misspelled word.
5. What are the appropriate punctuation marks used in the article?

ACTIVITY II

Directions: Choose the correct word from the parentheses that will complete the sentence.

1. Many Filipinos became health (conscious,conciuos) because of the pandemic.
2. COVID-19 cases continue to (rice,rise) as days go by.
3. In March 2020, all barangay officials (received,recieved) an order to monitor the proper wearing of facemask and face shield.
4. Some (religous,religious) groups decided to continue the Sunday worship.
5. The (committee,commitee) agreed to conduct contact tracing.

ACTIVITY III

Directions: Choose the appropriate words from the box to complete the paragraphs. Capitalize when necessary.

furthermore	wrong	punctuation marks
period	transition words	correct

When revising, make sure that spelling is (1)_____, and the (2)_____ are appropriate. (3)_____ connect ideas, words, and paragraphs. (4)_____ means full stop in a sentence while exclamation point indicates strong feelings. When you want to add ideas, you say (5)_____ and when it contradicts you say, nevertheless.

ACTIVITY IV

Directions: Transition words have been left out of the following article. Select appropriate words from the list inside the box and write them in the proper places.

nevertheless	furthermore	as a result
above all		especially

Pandemic has brought darkness to the lives of many Filipinos, (1)_____ those who lost a family member because of the virus.

(2)_____, companies and business establishments closed and worst got bankrupt. (3)_____, many became unemployed which made their lives even harder.

(4)_____, there are also good things that happened. For instance, families had longer bonding time, learned how to prioritize needs over wants and appreciated simple living. (5)_____, their faith grew and accepted that God is their only hope.