

TIMELY TIPS

Writing

Wait Before You Submit That Yearbook Spread

OBJECTIVE

Identify and correct common errors in yearbook pages before submission through meticulous proofing.

MATERIALS NEEDED

- Computer/Projector
- Yearbook spreads to review (either from previous years or this current book)
- Print outs of the [Yearbook Spread Checklist](#) and [Wait Before You Submit Checklist](#)

PART 1

INTRODUCTION - THE IMPORTANCE OF PROOFING (20 MINUTES)

Engage: Start with an anecdote about a small error that had big consequences (e.g., a misspelled name, a wrong date). Ask students to share similar experiences or examples they've seen.

Discuss: Lead a class discussion about why proofing is crucial for a yearbook. Emphasize the yearbook is a permanent record. Errors become part of the school's history. Guide the discussion with questions like:

- What are the potential ramifications of errors in the yearbook? (Embarrassment for individuals, damage to school/yearbook reputation, cost of reprints, disappointment for the community)
- What are the steps to correct a mistake before it prints vs after it has printed?

PART 2

APPLYING THE CHECKLISTS (30-45 MINUTES)

Model: Project a yearbook page onto the screen. Using the checklists above, model the proofing process. Think aloud as you go through items on the checklist, demonstrating how to identify potential errors.

Collaborative Practice: Divide the class into small groups. Give each group a different yearbook spread. Assign each group a specific section of the checklists to focus on.

(Optional) Peer Review: Implement a peer review process where groups exchange pages and check each other's work. This adds another layer of review and encourages collaboration.

Share: Have groups share errors and how they identified them. Discuss challenging cases.

PART 3

CONCLUSION (15-50 MINUTES)

Reflection: Ask students what they learned about the proofing process and why it is so important. Ask them to share strategies they will use to ensure accuracy in their proofing work.

(Optional) Further Learning: To go even further, watch the 35-minute [Proofed to Perfection](#) training video as a class and give students the Google Assessment quiz for an gradable assignment.

Differentiation:

- **For struggling learners:** Provide additional support by pairing them with a stronger student or providing a simplified checklist.
- **For advanced learners:** Challenge them to develop their own proofing checklist or to research best practices for yearbook proofing.