**EDITING**

Editing is the process of selecting and preparing [written](http://en.wikipedia.org/wiki/Written_language), [visual](http://en.wikipedia.org/wiki/Image_editing), [audible](http://en.wikipedia.org/wiki/Audio_engineer), and [film](http://en.wikipedia.org/wiki/Film_editing) media used to convey information through the processes of correction, condensation, organization, and other modifications performed with an intention of producing a correct, consistent, accurate, and complete work.

Significance of editing- The pre-requisites of a professional piece of communication are accuracy, transparency and effectiveness. Editing is important for as what we write in the first attempt may give us an idea about *what* is to be written but it is usually far from being *how* exactly it is to be written.

Steps Involved in the Process of Editing

1. Reading the entire manuscript- It is important to read the entire manuscript thoroughly before considering it complete and final in its shape, style and structure.
2. Checking the accuracy- identify errors related to usage, grammar, punctuation and appropriateness in expression to bring in accuracy in our writing.

1. Deleting unnecessary parts- Re-read to figure out redundant words, sentences, expressions and paragraphs or repetition.
2. Augmenting the depleted sections- When a particular section of our manuscript lacks evidence, substance and elaboration, the text appears to be unconvincing and fails to create the desired impact .therefore while editing relevant material can be added to make it wholesome.
3. Recasting paragraphs- All the paragraphs should be checked and rearranged so as to maintain consistency of idea. Any biased, subjective or prejudiced part should be rewritten.
4. Moving paragraphs around- Paragraphs should be moved or rearranged so as to chronologically present the logical development of ideas.
5. Rewriting the beginnings and endings- rewrite the beginning and ending to make it as impressive as possible.
6. Introducing variety- to maintain interest of the reader variety in our style can be brought in by using different types of sentences, transitional words, synonyms etc.
7. Using transitions wherever required- different parts of the text can be related by use of transitional words and connectives like- moreover, however, therefore, thus, so etc.
8. Restoring order and shape- the style of various sections should be harmonised and the entire work should be given a unified coherent image instead of displaying some sections as brilliantly contrived and letting others remain as poorly written.
9. Choosing appropriate tone and style- we must ensure that the document we prepare carries the desired tone and style. At times tone and style are decided by the position age and the author’s relationship with the recipient of the document.
10. Putting mind over matter- sometimes without much thought something controversial, bizarre or libellous may be written, therefore the text should be edited from the perspective of how it will be received by others.
11. Ensuring consistency in documentation- consistency must be ensured in all aspects like- use of numbers, citation, typing.
12. Proof reading the document- read the entire text thoroughly to weed out errors