

ENGLISH COMPOSITION & COMPREHENSION

Muhammad Wasif Khan

Week 9

Revising, Editing and Proofreading

Revision

1st Step of the process

- “Re-visioning” your work
- You need to look at your entire essay with fresh eyes and ears, checking to see if you have achieved your goal, and if any sections of the essay need improvement
- Think of revising as looking at the “big picture” of your work

Revision

Assignment Task Response

- Have I responded to all of the instructional word/s in the assignment question?

Introduction

- Do I have a clear relevant opening sentence or sentences?
- Do I outline the main content of the essay and how it will be addressed?
- Do I indicate the sequence (content) of material in the essay?

Revision

The Conclusion

- Does my conclusion restate and summarize the main points made?

Presentation

- Font style and size
- Spacing
- Margins
- Page numbering
- Title page if required

Editing

2nd Step

- Common misconception is that editing encompasses all stages of revision.
- When you edit, you read through each paragraph of your essay a number of times, paying careful attention to your sentences and the words that comprise them.
- Unlike revising, which entails the possible reworking of large parts of your essay, editing is a word-by-word and sentence-by-sentence task.
- Editing comes *after* you revise.
- This is where you should **slowly read your paper out loud**.

Editing

The Body Paragraph and Sentences

- Do I develop the main points/arguments in the way outlined in the introduction?
- Do I provide enough supporting detail for the points I have made?
- Do I move smoothly from one point to another?
- Is there a logical sequence of ideas?

Editing

Grammar and Editing

- Have I used correct tenses in the essay?
- Is my vocabulary as academic and precise as possible?
- Is my writing style formal with words chosen to show objectivity and accurate representation of facts?

Proofreading

3rd Step

- Final check for errors in your paper.
- Check small details such as:

Referencing

- Have I used references to support all of the main points?
- Have I effectively incorporated materials from my research into the essay?

Proofreading

Spelling mistakes

- Have I proofread the entire essay to make sure there are no typing and spelling errors?

Proper use of quotations

- Have I used a mixture of summary, paraphrase and short quotes?
- **Reading your paper out loud multiple times is suggested at all stages of the revision process.

Proofreading

Professional Proofreading Tricks

- Take your Time
- Read backward
- Ask for Help
- Go undercover
- Watch the speed limit
- Know thyself

For Your Review

Finish your essay by revising, editing, and proofreading. Follow these guidelines:

- Put away your essay for at least 24 hours before beginning the revision process.
- Read through your entire essay as objectively as possible. Is it interesting? Does it relate to the topic or answer the question?
- Check to see if your essay flows. Does each point you make or idea you introduce follow the previous one well?
- Print out a hard copy of your essay for editing.
- Check for ideas and details: are there enough? Do they support your point?

For Your Review

- Make sure your writing is fresh. Eliminate repetition, clichés, and passive language.
- Use the powerful functions of your word processor to help you with revising and editing.
- Proofread your essay carefully for any errors in grammar, spelling, punctuation, and capitalization.
- Do not rely on computer spell check and grammar check programs to find all of your mistakes.
- Follow the professional proofreading tricks to eliminate all errors.

Quick Review

- True or False: Editing is the final stage of the revision process.
- True or False: Revision is looking at the “big picture” of your essay.
- True or False: Checking for spelling errors should be one of the first things you do when you are revising your essay.
- True or False: Proofreading is the third step of the revision process.
- True or False: You should only read your paper out loud when you are editing.

THANK YOU