

REVISING AS YOU GO



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- If you're planning to show your draft to someone, like a teacher or coworker, you may want to clean it up a little first.
 - Remember that a computer's grammar check or spell check is not foolproof. Computers do not understand the subtle nuances of our living language. A well-trained proofreader or editor can

PROOFREADING

- Proofreading is simply careful reading. As you review every word, sentence, and paragraph, you will find errors.
- Read on to discover the culprits that can sabotage a good piece of writing.

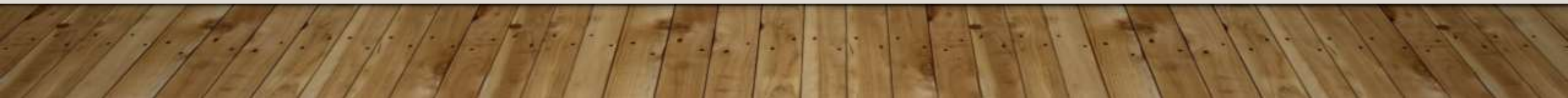
Capitalization and Punctuation

- Capitalization and punctuation are like auto mechanics for your writing. They tune up your sentences and make them start, stop, and run smoothly.

EXAMPLE

- the russian Ballet travel's. all over the world, Performing to amazed Audiences. in each new city;

This sentence jerks along like an old car driven by someone who doesn't know how to use the brakes.



EDITED EXAMPLE

- The Russian Ballet travels all over the world, performing to amazed audiences in each new city.

Example

- The dance team felt that they had performed bad



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- To turn bad into an adverb, you must add the ending –ly
 - One of the best ways to check for grammatical errors is to read your writing aloud. When you read silently, your eyes make automatic corrections, or may skip over mistakes. Your ears aren't as easily fooled, however, and will catch many of your mistakes. If you are in a situation where you can't read aloud, try whispering or mouthing the words as you read. If something doesn't sound right, check the grammar.

AVOIDING AWKWARD SENTENCES

- Too often, writers use poorly chosen, inappropriate, or unnecessary language that can confuse a reader. Like a carpenter who has a tool for every task, writers should have words in their writer's toolbox that fit every task. Selecting the words and the order in which they appear takes practice.
- When we write, we sometimes take on the same habits we have when we speak. Words or phrases that have little or no meaning fill space when we talk but have limited use in writing. Words such as kind of, actually, in particular, really, certain, various, virtually, individual, basically, generally, given, and practically give our brains a chance to collect our thoughts when speaking. When writing, we should have our thoughts already collected because this helps convey ideas more efficiently.

EXAMPLES

- Procrastination actually makes certain people really unsuccessful more than virtually any other particular habit.
- I am of the opinion that we should not prohibit children from talking in the hallways entirely and completely
- The dinosaurs that were green colored were few in number during that period in history.
- I hope you give this matter your full and complete attention.
- The football team made future plans to completely concentrate on the basic fundamentals of each individual position

EDITED EXAMPLE

- Procrastination makes people unsuccessful more than any other habit.
- We should allow children to talk in the hallways on occasion.
- There were few green dinosaurs during that period. (Periods, such as the one in the sentence, are always periods in history).
- I hope you give this matter your complete attention.
- The football team made plans to concentrate on the fundamentals of each position. (Plans are always for the future; concentrating implies complete focus; fundamental means basic; and positions are individual. Therefore, the italicized words are unnecessary modifiers).

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- Some common doubled word phrases are pick and choose, full and complete, hope and trust, any and all, true and accurate, each and every, basic and fundamental, hopes and desires, and first and foremost.

NEGATIVES

- Changing negatives to affirmatives also eliminates extra words. Look for sentences that use not and see if you can rewrite the sentence to make it affirmative.
- Example
- **NEGATIVE:** She wore a sweater that was not different than mine.
- **DOUBLE NEGATIVES:** Without failing to refuse denying an invitation, you have not avoided precluding buying a gift.

EDITED EXAMPLE

- She wore the same sweater as mine.
- By accepting an invitation, you have agreed to buy a gift.

CREATING SENTENCE VARIETY

- Good writers fascinate their readers with the rhythm and flow of the language by using a combination of simple, compound, complex, and compound-complex sentences.
- Too many short, simple sentences in a row can blast from the page like the rat-a-tat-tat of a machine gun.
- Too many long, complex sentences take on the drone of a lazy summer afternoon. Just the right balance of each allows readers to follow with interest and attention.

EXAMPLES

- Willie Mays hit many home runs in his career. Willie Mays was an outfielder.
- We saw a duck. The duck quacked at some geese.

Edited Example

We saw a duck quacking at some geese

- Willie Mays, an outfielder, hit many home runs in his career.

STARTING WITH THERE OR IT

- Sentences sometimes unnecessarily begin with phrases like there is, there was, there were, it is, and it was. The use of these phrases delays the beginning of the idea in a sentence. Eliminating them during revision will make your writing clearer and more direct.
- Examples:
- There are a number of people who can touch their noses with their tongues.
- It was too rainy of a day for soccer.

REVISED EXAMPLES

- A number of people can touch their noses with their tongues
- The day was too rainy for soccer.