



UNIVERSITY
OF THE PEOPLE
The Education Revolution

Unit 6

Editing Your Writing

What is Editing All About?

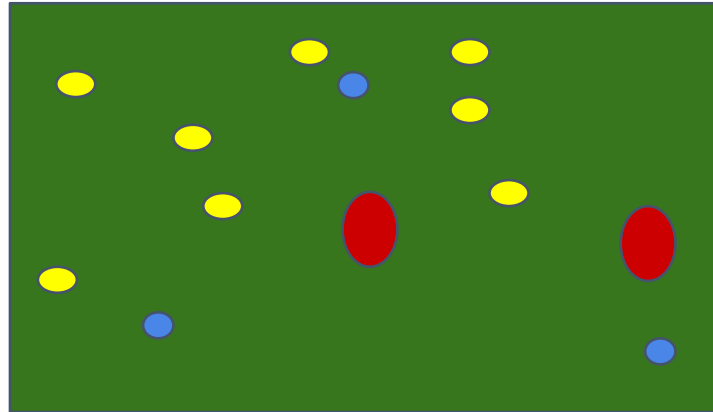
- Editing is the process of revising your paper to improve it. This includes fixing grammar errors, rewriting incomplete sentences, and improving the flow of your writing.
- Editing is essential to writing. No one writes a perfect first draft. Even professional writers go back to their work over and over again to fix errors and make their writing better.
- Editing helps improve both your reading and writing skills because you are continually thinking about ways to make a sentence stronger or make an argument clearer.

How to Prepare for Editing

- **Take some time away from your writing.**

It's hard to catch mistakes or errors when you are focused on the same piece of writing for an extended time. Taking a break from your writing gives you a fresh perspective and makes it easier to spot mistakes.

Take a look at the image below. On the next slide you'll be asked about the yellow dots.



How to Prepare for Editing

- How many yellow dots were in the image?
- How many blue dots were in the image?

Did you notice the blue dots the first time around? Did you have to go back to count them?

Trying to edit your paper without a break is a similar experience. You may be really focused on one element of your writing, but that focus can prevent you from noticing other grammatical errors or content issues.



How to Prepare for Editing

- **Give your paper to a friend.**

Even after taking a break from your paper, it might be hard to get a new perspective. Try giving your paper to a friend and ask that friend to list questions and comments about your writing.

- **Find a quiet space for editing.**

It's difficult to think carefully about your writing when surrounded by noise and distraction. Find a quiet spot with good lighting and few distractions to help you focus.

- **Figure out what editing style works best for you.**

Try out different editing styles like reading out loud, editing from your computer screen, or printing out your paper and editing with a pen. You'll soon find a style that suits you best.

What to Look for When Editing Your Paper

● Content

- Have you answered all parts of the assignment question?
- Do you have a thesis statement or main argument?
- Do the supporting paragraphs of your paper support that argument?

● Structure

- Do you have all necessary elements of a paper (Introduction, Body, Conclusion)?
- Does each paragraph have a topic sentence?
- Does each paragraph point back to your thesis statement?

● Grammar & Spelling

- Have you checked the spelling for all words?
- Have you used proper punctuation in each sentence?
- Have you used correct capitalization throughout your essay?



What to look for when editing your paper

- **Style**

- Are your sentences clear and complete?
- Do you use appropriate transitions between ideas?
- Do you repeat yourself or overuse certain words?



- **References**

- Do all outside sources have both an in-text citation and a reference?
- Do you have a reference list at the end of your paper?
- Are all citations and references in APA formatting?

Tips for Successful Editing

- **Keep reference guides handy**

- It's helpful to keep the APA style guide and a grammar guide open when you edit. This action allows you to check corrections quickly and accurately.

- **Look out for your patterns**

- The more you write, the more you'll discover where you tend to make mistakes. Do you have trouble with commas, topic sentences, or sentence fragments? Look for these patterns first.

- **Read your paper out loud**

- Hearing the way your sentences sound out loud will help you identify places for improvement.

- **Try reading your paper backward**

- Editing your paper from end to beginning, from the last sentence to the first, may help you focus on fixing errors because it shifts your perspective.

Editing Practice

Edit the following passage.

i'm going to read ten books this year but I'm not going to read any comic books. In his article, Smith writes, "novels and comic books are both useful reading." I disagree with his statements. I think I get more out of novels than I do out of comic books .

Editing Practice

Did you catch these edits?

I'm going to read ten books this year, but I'm not going to read any comic books. In his article, Smith writes, "novels and comic books are both useful reading" (2006, p. 67). However, I disagree with his statement. I think I get more out of novels than I do out of comic books.

Editing Checklist

	Your essay has <ul style="list-style-type: none">• An introduction• A body• A conclusion
	Your essay has a strong thesis statement.
	Each paragraph in your essay has a clear topic sentence.
	Each paragraph in your essay points back to your thesis statement.
	You use complete sentences and appropriate transitions between ideas.
	Your essay does not repeat itself or overuse words.
	Any outside sources in your essay have APA citations and references.
	You have checked for spelling and grammar mistakes.

What Did You Learn in this Presentation?

- Editing is the process of correcting mistakes to improve your writing.
- Editing is an important and necessary part of writing.
- No one writes a perfect first draft.
- It's important to take a break from your writing so you can approach editing with a fresh perspective.
- Edit for content, structure, style, spelling/grammar, and references.