



EDITING



WHAT IS IT?



- Editing requires careful analysis and critical thinking. It is a review of **content and ideas** to make sure goals are met.
- Proofreading is checking spelling, grammar, font, etc.
- Many people use the words interchangeably. Although they are different, they convey the similar message.

REVIEW YOUR WORK!

REMEMBER



- Editing means that you will have to change, abandon, refashion, or create new ideas.
 - Remember that your goal is to meet the expectations of your audience. If you have not done that, you will have to rethink and redo work.
- Editing ensures that your ideas are expressed logically and clearly.
- Spelling mistakes makes your work seem rushed and not thoroughly planned.
- As a professional, proofreading is important to ensure that you maintain your professional demeanor and met company goals.
 - Think of it as an interview. You always want to dress for the job that you want. Editing/proofreading makes sure that your work is dressed its best.

HOW?

Before editing make sure that you are in a relaxed mood with no distractions.

- Ask someone from your audience to review the document and provide feedback. Take notes about what they say.
 - Ask questions to clarify
- Find a grammar/punctuation guide
 - Organization style guide (if one exists)
- Print out your work. Printing a paper
 - You will catch more mistakes by reading a hardcopy.
- Mark any errors that you find as soon as you spot them.
- Read the document backwards
- Make changes
- Give it to another person to read
- Watch for
 - Sentence errors (fragments, run-ons, comma splices)
 - Commas (incorrectly used, misplaced, missing)
 - Misspelling
 - Typos
 - Transposing Letters (from vs form)
 - Confusing similar words (affect vs effect, then vs than)
 - Incorrect use of capitals or omitting correct capital letters

REMINDERS

- Editing is everything. It changes the argument or goal.
- It takes time. Put space between you and the work. It is hard to edit something that you have been focused on for hours.
- Read it aloud! Listening to it help tremendously.
- Practice makes perfect. Make a list of common errors and check for those first.
- There is a different between editing and proofreading .You should do both before turning in an assignment.
- DO NOT rely on spell check or grammar machines.They can help, but they do not replace your brain and its stored knowledge.
- **Apply feedback from your audience! Your goal is to meet their needs.**

DON'T

FORGET