

# Editing and Revising



# Get a Fresh Look at Your Paper

- ◇ Allow plenty of time for editing your assignment
- ◇ Set aside your paper for a little while, so that when you relook at it, you can spot the mistakes
- ◇ Have a friend or tutor read it out loud to you

# Look for Errors

- ◇ If using Word, look for all the “squiggly” lines under words or phrases, and see if there is spelling or grammar that needs to be corrected.
- ◇ Print off a copy and feel free to mark it up!
- ◇ Ask someone to read it out loud to you so you can catch mistakes you keep overlooking.

# Revise Your Writing Style

- ◇ Make sure you understand what you are saying. Do not try to dazzle with a lot of big words strung together. Know what you want to say and say it as clearly as possible.
- ◇ Replace weak verbs with strong verbs –verbs that really depict the action
  - ◇ She **eats** her food quickly. → She **gobbles down** her food.
  - ◇ He **is** at the library most evenings. → He **studies** in the library most evenings.
  - ◇ She **made** a report on her research. → She **reported** on her research.
- ◇ Replace general nouns with specific nouns
  - ◇ He drove a **car**. → He drove a **KIA Sedona**.
  - ◇ She carried her **supplies** → She carried **a purse, a notebook, her textbook, highlighters, a jump drive, a calculator, and a pen.**

# Use Transitions to Connect Ideas

- ◇ The sandwich tasted stale. It tasted like it had been in the cupboard all week. → The sandwich tasted stale; **in fact**, it tasted like it had been in the cupboard all week.
- ◇ Jones argues that phone use in the classroom is a sign of disrespect. Garcia argues that phones can be useful learning tools. → Jones argues that phone use in the classroom is a sign of disrespect. **However**, Garcia argues that phones can be useful learning tools.
- ◇ Cell phones can be used to look up unfamiliar terminology. Cell phones can be used to discuss ideas with a larger audience. → Cell phones can be used to look up unfamiliar terminology. **In addition**, cell phones can be used to discuss ideas with a larger audience.

# When You Think You Are Done

- ◇ Before the due date, ask your instructor or a tutor to look over the paper with you to check for mistakes or weak points.
- ◇ Submit your paper to e-tutoring for a second opinion.