

# TIPS ON REVISING, EDITING, AND PROOFREADING

## What Are You Looking For?

- ✓ **Editing and Proofreading for Grammar and Mechanics**  
Proofreading and some types of editing focus on the mechanical issues within the text: spelling, punctuation, and grammatical mistakes.
- ✓ **Revising and Editing for Cohesion and Organization**  
Do the ideas in each sentence flow together? Is there a clear logical flow from the ideas in one sentence to those in the next? Are there strong transitions between paragraphs that lead the reader to see the connection between them and/or the reason you have put the paragraphs in this order?
- ✓ **Revising and Editing for Voice and Style**  
Who is the target audience? Is the voice of the text appropriate to its audience and purpose? Or is the tone too formal/informal?
- ✓ **Editing for Sources and Citation Style**  
Have you introduced paraphrased material and/or quotations with signal phrases and cited them within the paper? Is it clear what information, ideas and words are yours and which come from sources? Does the list of sources follow the specified format (APA, MLA, Chicago) exactly? Do the in-text citations follow the specified format?

## Proofreading Techniques

- ✓ **Take a Break**  
A pair of fresh eyes can catch more errors than a pair of tired ones.
- ✓ **Read It Out Loud**  
When reading silently, your brain can auto-correct certain errors. Reading out loud forces you to focus on each word.
- ✓ **Read It Backwards**  
When reading a paper, the reader can become lost in the content of the piece. Reading the paper backwards forces you to really see each sentence on its own.
- ✓ **Use a Straightedge**  
Use an item that has a straight edge (like a ruler or a book) and then read the paper line by line. This method also forces you to see each line and each sentence on its own.

## PROOFREADING EXERCISES

Directions: Read this paragraph out loud and circle mistakes you notice.

Paragraph 1:

It is very impotent that everyone proofreads there paper. When students proofreads there paper, they must take the tome for through examination off what they wrote. The must try too fin the hidden miss takes in the paper. If they doo knot fin the mistakes, then there paper will not red right. Everyone want to make a god impression with there righting. There is no substitute four careful editing off your on wok.

Directions: Read this paragraph backwards, meaning that you read the last sentence first, the next to last sentence second, and so on. Circle mistakes you notice.

Paragraph 2:

You must take the time to proofread your paper. It becomes dangerous when students put too much confidence in their computer programs many times the computer program will not be able to recognize all the errors such as run-on sentences. A common mistake made by writers is the comma splice, Microsoft Word will not catch every comma splice. When working with a grammar check you must not allow yourself to think that all of the editing will be done for you.