

Editing Effectively

Edit in a strategic way to save time and energy!!!

Look at the big picture first!



1st Draft for BIG PICTURE

Structure, organization and content

- Check thesis and topic sentences
- Reorganize
- Expand/cut content
- Check accuracy
- Check balance of content
- Check research

2nd Draft Meaning, flow and language

- Clarify meaning
- Recognize sentences within paragraphs
- Check connections between ideas are clear
- Check language: Formal? Wordy?

3rd Draft Consistency, accuracy and completeness

- Consistently follows style guide: formatting, citing and referencing
- Minor grammar errors
- Punctuation and spelling
- Missing anything