

WelTec/Whitireia Writing Series

Revising, Editing & Proofreading

You may have finished your first draft, but you aren't done yet! Proofreading, revising and editing your work are important. This is the time when you read your work, identify areas of improvement, and correct spelling and grammar. Effective revision, proofreading and editing can make a big difference to your final mark. Read below for more information about how to get started. Then, turn this page over for a helpful checklist.



Revising

Revision is when you look at the 'big picture' of the content of your writing assignment.

Revision might involve adding more words, taking words away, or changing the order of your paragraphs. Read over your assignment and ask yourself:

- Have you answered the assignment according to the instruction words in the brief?
- Have you followed all instructions and included all necessary parts?
- Have you provided a thorough, detailed response with explanations and examples to support your ideas?
- Have you presented the information in a logical order?
- Have you considered your audience and explained any complex examples and technical language?



Editing

Editing is what you do after you revise. This step is more detailed than revision, and involves reading your writing for style and 'flow'. Editing

might involve adding transition or signal words, rearranging words in a sentence, or checking for accurate and well-integrated citations. Try reading your work out loud to yourself, slowly. When editing, ask yourself:

- Does each sentence connect well to the following sentence?
- Have I repeated a word or phrase too many times?
- Do I have well-constructed introductory, body and conclusion paragraphs?
- Have I included in-text citations for all quoted and paraphrased information? Do I have an APA formatted references list?



Proofreading

Proofreading is the final, and most detailed, step.

Proofreading involves looking making a final check for errors

in spelling, grammar, sentence structure and punctuation. Use this time to take a more detailed look at citations and references as well.

Look for, and correct, mistakes in:

- Spelling
- Grammar
- Sentence structure
- Punctuation



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Revising, Editing & Proofreading Checklist

Learning how to revise and edit your own work is a valuable skill as it can make a considerable impact to your overall mark. However it can be difficult to see mistakes in your work, especially when you are tired from writing. Therefore, it's important to have a break between writing and editing so that you are able to look at your work with fresh eyes. Use the checklist below to help you check your work and make corrections.



Step 1: Revising

- ☐ All instructions described in assignment brief have been followed
- ☐ All sections listed on the marking schedule are included
- ☐ There is an introduction, a conclusion and body paragraphs written in a logical order
- ☐ Each body paragraph contains one main idea, with good explanations and examples to support the idea
- ☐ The purpose and the structure of the assignment is clearly stated in the introduction and summarised in the conclusion
- ☐ There are no irrelevant ideas or paragraphs – all information in body paragraphs clearly relates to the topic
- ☐ The assignment is of an appropriate length and is written in a formal style (unless your tutor requests otherwise)
- ☐ All information that you have gathered from your research (e.g. quotes, facts, figures, definitions) is referencing using the APA referencing style.

- ☐ Informal language and features such as 'etc.' have been removed
- ☐ In-text citations are formatted correctly
- ☐ Quotes, paraphrases and citations flow smoothly with the writer's own words
- ☐ A full list of references is provided at the end of the document on a separate page titled 'References'.



Step 3: Proofreading

- ☐ Capital letters are used at the beginning of new sentences and for all proper nouns (*names, places, titles*)
- ☐ Each sentence ends with a full stop followed by a single space
- ☐ Words are spelled correctly
- ☐ Word usage has been checked (*their/they're/there, your/you're*)
- ☐ Subjects and verbs agree (*he does, they do*)
- ☐ Verb tense is consistent throughout writing (*past/present*)
- ☐ Person is consistent with assignment instructions (*for example, no 'I/me' if stated*)
- ☐ There are no incomplete sentences – each sentence has a subject, verb and object.
- ☐ There are no overly long sentences
- ☐ Document is formatted according to the assignment instructions (*margins, font, text size, spacing, etc.*)
- ☐ All in-text citations are supported by a complete reference in the reference list.



Step 2: Editing

- ☐ The introduction and conclusion are brief and easy to follow
- ☐ Every paragraph has a topic sentence
- ☐ Every paragraph has a concluding sentence
- ☐ Conclusion summarises main points and restates the thesis statement (in an essay)
- ☐ Linking words such as 'firstly', 'in addition', 'moreover' have been used to move from one point to another
- ☐ Words are not overused or repeated too frequently