

Editing

vs

Revising

**KYRA
BAUSKE**

2020

REVISING

Focus:

BIG PICTURE - the writing is still IN PROGRESS. You may need to re-write, add to, or remove sections.

Organization:

Do your paragraphs make sense in the order that you have them?
Are your big ideas explained well and follow one another logically?
Are there any places where a reader might be confused?

Audience:

Who are you writing this for?
Who is the expected reader? (A fellow student? A professor? Your parents?)
The style needs will be different depending on who you want to communicate to. (i.e. you wouldn't show an R-rated movie to a child, so think about what is appropriate for your audience)

Resources:

Do you have enough resources or quotes to support your points?
Do you need to remove some resources to narrow the focus?

Sometimes you need more, and sometimes you need less. Look critically at what helps you most.

*Remember to double check your syllabi for resource requirements!

EDITING

Focus:

DETAIL FOCUSED - the writing should be DONE and you're just spot-checking.

Cohesion and Coherence

CHECK TRANSITIONS:

Do the words in the beginning of the new paragraph connect to the old one?
What about sentence to sentence? Do you suddenly change SUBJECTS?

REVIEW SENTENCE STRUCTURE:

Do you have complete sentences (with a subject and verb)?

EDIT FOR CONCISION:

Can you say it in fewer words?
Can you take out any adverbs?

Spelling and Punctuation:

Double check your spelling.
Review the individual sentences for missing or misplaced commas!
Make sure that you have correct punctuation (especially if you've revised recently).

*Don't rely on SPELL CHECK or GRAMMARLY to catch everything!

Formatting:

Are all of your paragraphs indented?
Are your citations correct for your chosen style (MLA, APA, Chicago)?
Is your title information correct?
Do you have page numbers?

HOW THE WRITING CENTER CAN HELP:

- ✓ Assistance with revision and brainstorming any time!
- ✓ Resources to learn to edit your own work!

