

Revising, Editing, and Proofreading

1. Keep your audience in mind. ([Link to Audience Analysis handout](#))
2. Try to remove yourself from the essay. Look at it as though you know nothing about the subject or where the paper is going.
3. Revision does NOT EQUAL editing. Simply proofreading a first draft is not considered revising. Revision takes into account the ideas present in the essay and how those ideas are introduced to the reader and how effective the writer supports and argues for a main point.
4. Do not consider revision as the final step in the writing process. Because writing is recursive, revising may occur in the middle of the writing process and again later. Whenever you go back and rethink your ideas or change what you have written, you are revising.
5. Editing and proofreading should only be used when you are polishing the paper for a final draft. When editing and proofreading, you are looking for punctuation, spelling, and grammatical errors.

Revising Strategies:

1. Read each paragraph as its own entity. Ask yourself:
 - a. Does it support your thesis?
 - b. Is it relevant to what you want to say?
 - c. Do you have a topic sentence?
 - d. Do you introduce and explain your quotations?
 - e. Would you know why the quotations were in the essay if you were reading it?
 - f. How well do your transitions work leading into the next paragraph or set of ideas?
2. Bring your paper to the Writing Center or request an online appointment.
3. Try reading each paragraph one sentence at a time with the rest of the paragraph covered. As you read each sentence, write a sentence to replace the sentence that comes after it on a separate sheet of paper. You may come up with some new ideas that you had not considered.
4. Use a reverse outline. Start with the last paragraph of your paper and create an outline of each paragraph. Identify the topic sentence and evidence or examples. Make sure what you are saying relates closely to your thesis statement and that each paragraph is logically placed within the essay.

Editing and Proofreading Strategies:

1. To look for grammatical errors, read each sentence by itself starting with the last sentence. Because you are reading the paper in reverse order, you will not anticipate what you want to say and will more carefully read what you have actually written.
2. Reading the paper aloud can be the most helpful strategy for editing and proofreading. When you are reading, note the places where you take a breath or where you stumble over what you have written. If you take a breath, there probably needs to be some form of punctuation. If you stumble over the text, you need to rethink the sentence and make it easier to read. If you stumble over the words, most likely, the person reading your essay will also stumble.
3. Have a friend read your essay. Bringing in a fresh set of eyes will almost always add insight and clarification to what you are writing since they do not know your purpose or what you are intending to say. They only see what is on the paper you give them.