Editing & Revising
Revising

Not a one-step process

- Higher-order concerns come first
  Focus
  Purpose
  Organization
  Development
  Content

- Lower-order concerns come last
  Sentence structure
  Word choice
  Grammar
  Punctuation
  Mechanics
Strategies

- Put your paper away before revising, go to bed, and look at it again with fresh eyes the next day.
- Have a friend read it and provide feedback.
- Try to read your paper from the audience's perspective.
- Remember, focus first on larger issues (HOCs).
HOCs

- Does this draft address an issue/question the reader cares about?
- Does the draft account for the reader's knowledge of the topic?
- Is the thesis clear?
- If there is no thesis, is there a good reason for omitting one?
- Are any ideas off the point?
- Are there enough organizational cues? (headers, topic sentences)
- Are ideas presented in a logical order?
- Are any paragraphs too long or too short?
- Is the supporting material relevant and persuasive?
- Which ideas need further development?
- Do major ideas receive enough attention?
- Can any material be deleted?
- Is the point of view appropriate for the audience?
LOCs

Sentence level revisions
  • Handle on computer
  • Or, print out paper and mark it up

First: sentence structure
Second: syntax
Third: grammar
Fourth: punctuation

*Focus on one issue at a time
**LOCs**

- Are there a few problems that frequently occur?
- Do you need to check any rules?

- Ask yourself why you put punctuation marks in certain places.
- For possible spelling errors, proofread backwards, from the end of a line to the beginning.
- Keep a list of problems that recur and check for those.
- Read the paper aloud, watching and listening for anything that sounds incorrect.
Although some cities have found creative ways to improve access to public transportation for passengers with physical disabilities, and to fund other programs, there have been problems in our city due to the need to address budget constraints and competing needs. This has led citizens to question how funds are distributed? For example, last year when city officials had to choose between allocating funds for accessible transportation or allocating funds to after-school programs, they voted for the after-school programs. It is not clear why these are more important.
Example

Although some cities have found creative ways to improve access to public transportation for passengers with physical disabilities, and to fund other programs, there have been problems in our city. Our city has struggled with due to the need to address budget constraints and competing needs priorities. This the budget crunch has led citizens to question how funds are distributed. For example, last year when city officials voted to use available funds to support had to choose between allocating funds for accessible transportation or allocating funds to after-school programs. They voted for the after-school programs. It is not clear to some citizens why these after-school programs are more important.
Although some cities have found creative ways to improve access to public transportation for passengers with physical disabilities, our city has struggled with budget constraints and competing priorities. The budget crunch has led citizens to question how funds are distributed. For example, last year city officials voted to use available funds to support after-school programs rather than transportation upgrades. It is not clear to some citizens why after-school programs are more important.
Strategies for Revising

- Depends on the type of revision.

- Important to understand professor or peer reviewer comments.

*Refer to handout
References

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