Editing and proof reading your work

1. **Editing your work**
   Editing means revising your writing thoughtfully. It is a very important part of assignment writing. Editing gives you a chance to clarify and fine-tune your work so as to impress your marker.

   Editing includes the following processes:
   - rewriting sections to make points clearer
   - deleting weak or irrelevant points and adding new, stronger ones
   - changing the order of sentences or paragraphs in order to improve the flow / organisation
   - adding linking words and phrases to improve logical flow and show the relationships between your ideas.

   Editing should **not** be done at the computer. Print off your draft and edit in pencil: once you are happy with your corrections, carefully make them at the computer.

2. **Editing tips**
   - Remove clumsy expressions and inappropriate language: take out any unnecessary or repeated words or phrases; substitute simple words for more sophisticated synonyms. Remove informal words and expressions and substitute with more academically acceptable ones.
   - Support your points: make sure all your points are supported either by citing the ideas of others (quotation, paraphrase or summary) or with examples.

3. **Proofreading your work**
   You may have produced a well-argued response to the question, but spelling and grammar mistakes will leave a poor impression on your marker. Therefore, proofreading is an essential stage in the assignment writing process. Most students find proofreading very difficult as it is the last stage in a long and involved process. In addition, you know your essay so well by now that you may be unable to spot errors easily.
4. **Proofreading tips**

Use some of the following strategies to help you proofread more efficiently:

- Allow plenty of time for proofreading. Put your essay to one side for a day or two so that you can look at it with fresh eyes.
- **Print your work and make corrections by hand. Don’t try to proofread on the computer screen.**
- Check your department’s guidelines for the presentation of written work. This includes line spacing, font size, page numbering, margins and style of referencing.
- **Read your essay aloud, slowly. You can HEAR your mistakes more easily than you can see them.**
- Read your essay to someone else, slowly, and you could listen to their essay. You will be able to HEAR each other’s mistakes.
- Ask someone else to read your essay to you.
- Spell-check your assignment. But be careful as this program will identify misspelled words, but it will not identify the wrong use of words (e.g., affect/effect; principal/principle; their/there/they’re).
- Proofread thoroughly at least TWICE.