Editing and Proofreading
Editing and Proofreading

This presentation is an overview of how to edit and proofread your assignments.
Editing and Proofreading

Take time to revise your assignment—edit and proofread

Just as a good photo can be enhanced on the computer to make it look great...

...a great assignment is written in multiple drafts.
Editing looks at the essay as a whole

Structure
Sources of information
Task requirements
Style

Proofreading looks at the details

Word choice
Grammar
Spelling
Punctuation
Before you start revising:

Get some distance
Leave it for a day after you have finished the first draft

Find a quiet place

Get someone else to read your work

Do one section at time

Change the look
Change the font, line spacing or size

Editing and Proofreading
Editing

- Content
- Structure
- Style
- Sources

Editing and Proofreading
1. Re-read
   - Your assignment sheet
   - Your criteria (or CRA) sheet
   - Other information from your lecturer / tutor

2. Check that you have specifically answered the question and completed all tasks

3. Write a checklist of all the requirements of your assignment and tick off each item as you complete them
Structure

Introduction

Body

Conclusion

The structure should be outlined

Summarize the main point of your assignment

State your thesis

The scope (or limits) should be explained
Structure

Each paragraph should develop only one idea which is stated in the topic sentence.

All points made should be supported by evidence.

Linking words or phrases should be used to create flow between paragraphs.
Structure

Introduction → Body → Conclusion

- The points in the body of your assignment should be summarised.
- Repeat the main point of the assignment.
- Restate your thesis.
Academic Style

- Write in the third person
- Support statements with evidence.
- Use a formal, objective tone
- Focus on facts, not emotion
- Consider different points of view

Support statements with evidence.
Academic Style

For Example …

In a recent study, 67% of young people expressed their aversion to the killing of animals for consumption. However, only 32% of respondents aged over 25 felt the same way (Mitchell, 2007, p.36).

I think that everyone is realising how its really awful the way animals are just slaughtered so that people can have their steak dinners.
Sources

Question: Have I indicated the source of every piece of information I have used in my assignment?

Information in your assignment requires an
- in-text citation
- reference list

Sources should be
- current
- authoritative

Check with your lecturer as to which referencing style to use.
Proofreading

- Word choice
- Spelling
- Grammar
- Punctuation
Word Choice

Question: Is my assignment clear in meaning?

Be concise
Use specialised language where appropriate
Avoid words you do not know
Remove slang and discriminatory language
**Word Choice**

**Hedging Statements**

Hedging statements are conclusions that are not absolute and therefore are not as easy to disprove.

Hedging statements tend to use words such as ‘it maybe…’, it indicates that…, ‘it could be concluded that…’

---

**Absolute Statement**

“Today everyone uses credit cards for all their shopping.”

**Hedging Statement**

“Many people in society use their credit cards for much of their shopping.”
Grammar

Questions: Are all my sentences complete? Do they all make sense?

Every sentence in your assignment should be complete. It should contain each of these grammatical elements:

The **subject** – who or what is doing something

The cat

The **verb** – what is being done

walked

The **object** – who or what is having something done to it

to

the fridge
Grammar

Read your assignment out loud one sentence at a time

Your ears will usually hear when a sentence is not complete
Grammar

Questions: Do my sentences contain only one idea? Are they too long and complicated?

A sentence should only have one point. Try not to have a sentence that runs for no more than two or three lines. If it is too long, divide it into more than one sentence.
**Grammar**

Questions: Do the different elements of my sentences agree?

In each of your sentences:
The subject and verb should agree – that is, if your subject is singular (one) then your verb should be in the singular form

- one cat
  singular verb

  eg: The cat sits on the couch
  the cats sit on the couch

- more than one cat
  plural verb

Nouns and pronouns should match

- more than one accountant

  eg: Good accountants look out for the interests of his/their clients

  plural pronoun
Grammar

You can find more about the rules on these and other grammar points at:

Purdue Online Writing Lab

http://owl.english.purdue.edu/owl/section/1/5/
Punctuation

Questions: Have I punctuated my sentences correctly? Have I used commas in the right places? Have I used apostrophes for the right reason?

Commas are commonly used for

- separating adjectives
  e.g. The small, tense and quivering mouse looked up at me.
- adding an extra phrase into a sentence
  e.g. The tall man, who wore a red tie, looked over his shoulder.

Apostrophes indicate either

- letter of a word have been left out (contraction)
  e.g. you’re, who’ll
- the ownership of something (possession)
  e.g. Lin’s wallet, the boys’ football
Punctuation

Check your understanding of these and other punctuation points at:

http://owl.english.purdue.edu/owl/section/1/6/
Spelling

Question: Is my spelling correct?

Spelling is the least important part of your assignment, but the most visible.

Use a spell checker, but do not just rely on it.

Learn to spell the words you use often.

Check your work by reading it backwards—you tend to focus less on the meaning of words and more on their spelling.
Formatting

Check your unit outline and blackboard site for formatting requirements.
Photo References (in order of appearance)

PAGES 2-5


Grant MacDonald, 'fall leaf', In: http://www.flickr.com/photos/grantmac/246785658/, ed, 2006, autumn leaf lying on the ground


Rosalie A. Bakar, '5 Tips to help you get the most from proofreading ', In: http://www.ezyblogger.com/2009/05/5-tips-to-help-you-get-the-most-from-proofreading/, ed, 2009, black bird reading words on manhole cover

Photo References (in order of appearance)

PAGES 6-18

Grace Fell, 'Thinking ...' In: 392964271_b4d8fe95e9_o.jpg, ed, 2007, woman, chin on hand, looking up and thinking
Antony  Chammond, 'Hedging my bets at Penshurst Place', In: http://www.flickr.com/photos/8525214@N06/2918055523/, ed, 2008, tall hedge with a doorway cut out of it
James Thompson, 'Cut Cake ', 2006, cream sponge cake with piece cut out of it
Photo References (in order of appearance)

PAGES 19-25

Sarah Charlesworth, 'Train runs up the west side of the Exe estuary ', In: http://www.geograph.org.uk/photo/1285794, ed, 2009, Train running through fields with cows in foreground


Leo Reynolds, 'comma', 2006, comma yellow on green with link pattern


Rick Kirby, 'Formation', In: http://www.flickr.com/photos/21804434@N02/3476321942/, ed, 2003, sculpture of six women with arms outstretched.