Editing and Revising
Get a Fresh Look at Your Paper

- Allow plenty of time for editing your assignment
- Set aside your paper for a little while, so that when you relook at it, you can spot the mistakes
- Have a friend or tutor read it out loud to you
Look for Errors

- If using Word, look for all the “squiggly” lines under words or phrases, and see if there is spelling or grammar that needs to be corrected.
- Print off a copy and feel free to mark it up!
- Ask someone to read it out loud to you so you can catch mistakes you keep overlooking.
Revise Your Writing Style

- Make sure you understand what you are saying. Do not try to dazzle with a lot of big words strung together. Know what you want to say and say it as clearly as possible.

- Replace weak verbs with strong verbs – verbs that really depict the action
  - She *eats* her food quickly. → She *gobbles down* her food.
  - He *is* at the library most evenings. → He *studies* in the library most evenings.
  - She *made* a report on her research. → She *reported* on her research.

- Replace general nouns with specific nouns
  - He drove a *car*. → He drove a *KIA Sedona*.
  - She carried her *supplies* → She carried a *purse, a notebook, her textbook, highlighters, a jump drive, a calculator, and a pen*.
Use Transitions to Connect Ideas

- The sandwich tasted stale. It tasted like it had been in the cupboard all week. \text{→} The sandwich tasted stale; \textbf{in fact}, it tasted like it had been in the cupboard all week.

- Jones argues that phone use in the classroom is a sign of disrespect. Garcia argues that phones can be useful learning tools. \text{→} Jones argues that phone use in the classroom is a sign of disrespect. \textbf{However}, Garcia argues that phones can be useful learning tools.

- Cell phones can be used to look up unfamiliar terminology. Cell phones can be used to discuss ideas with a larger audience. \text{→} Cell phones can be used to look up unfamiliar terminology. \textbf{In addition}, cell phones can be used to discuss ideas with a larger audience.
When You Think You Are Done

- Before the due date, ask your instructor or a tutor to look over the paper with you to check for mistakes or weak points.
- Submit your paper to e-tutoring for a second opinion.