

Research notes

- Born
- Childhood
- Novels

evidence

initial
ideas

Editing and Proofreading



Whenever you write something, it is very easy to make mistakes, especially if you are very focused on the content or style of the piece.

Therefore, it is very important to read it over to make sure it is as perfect as possible.

There are two different steps to perfecting a piece of writing:

editing

proofreading



Do you know what to look for when you edit a piece of your writing?

When you edit a piece of writing, you are looking for errors or problems in:

- grammar
- sentence structure
- punctuation
- paragraphing
- clarity
- style.



To edit your work, you should carefully read each sentence and paragraph and ask yourself the following questions:

1. Does it make sense? Is the meaning clear?

2. Have I punctuated properly so that my sentences are complete?

3. Have I used paragraphs to separate my ideas?

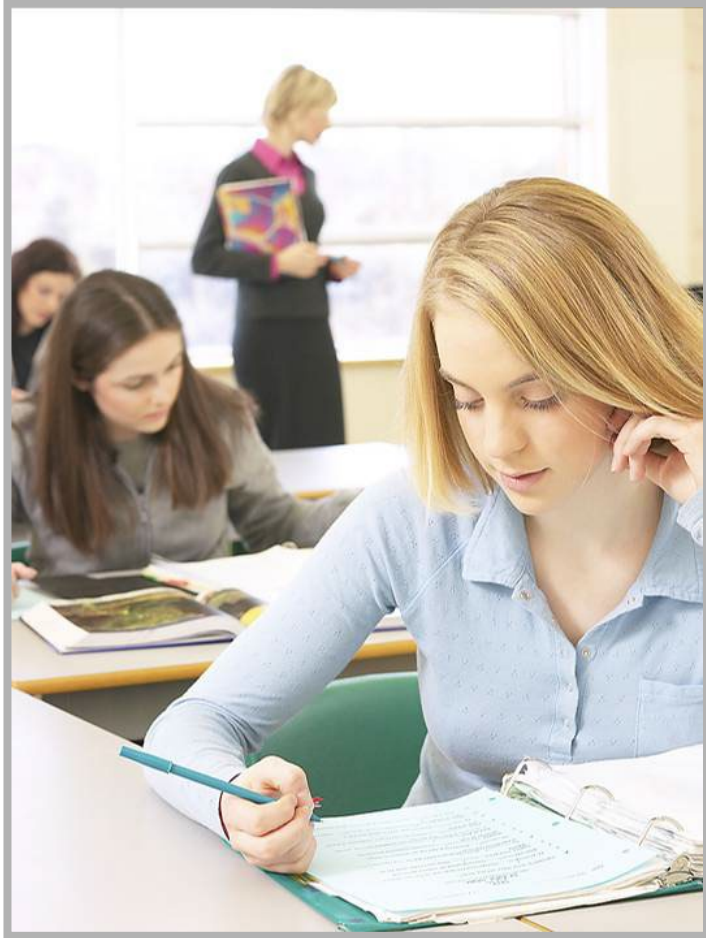
**4. Have I used the appropriate style of language?
For example, you should use standard English if the writing is formal.**

5. Are my tenses consistent?



Proofreading





You should always edit and proofread your work if you have time.

During a test you may not have time, but if possible, try to set aside five minutes at the end so that you can. Catching careless errors can sometimes improve your grade significantly.

For homework and class work there is no excuse not to edit and proofread. Your teachers will expect you to do this and it will improve the overall quality of your work.





Read the following piece of text about a boy visiting an airport and try to find all the mistakes.

Press on the text that you think should be changed and type in your corrections.

Make sure you **edit** and **proofread!**
Press **start** to begin.

start

