

## QUICK GUIDE

## Editing and Proofreading

● **PURPOSE:** Editing and proofreading helps turn your revised writing into a clear, stylistic, and accurate copy. It deals with the line-by-line changes you make to improve the smoothness, readability, and accuracy of your work.

● **STARTING POINT:** You're ready to edit and proofread, once you . . .

- make the major changes in the content of your writing,
- recopy your revised writing, and
- set your work aside for a day or two (if time permits).

To get started, focus on the style of your writing, checking for the smoothness and clarity of each sentence and the effectiveness of the word choice. Next, turn your attention to the accuracy of your writing, focusing on one type of error at a time.

● **FORM:** If you're working on a computer, do your editing on a printed copy of your revised writing. Then enter the changes on the computer. Save the edited copy so you have a record of the changes you've made.

If you're working with pen and paper, do your editing on a fresh copy of your revised writing. Then recopy your work again, and save the edited copy for your records.

● **THE BIG PICTURE:** When editing and proofreading, pay special attention to the following three traits of effective writing: smoothness, word choice, and correct, accurate copy.

**Sentence Smoothness:** Make sure that your sentences lead readers smoothly from one point to the next.

**Word Choice:** Change any troublesome or overused words to improve the overall quality of your writing.

**Correct, Accurate Copy:** Carefully check your writing for grammar, spelling, and punctuation errors.