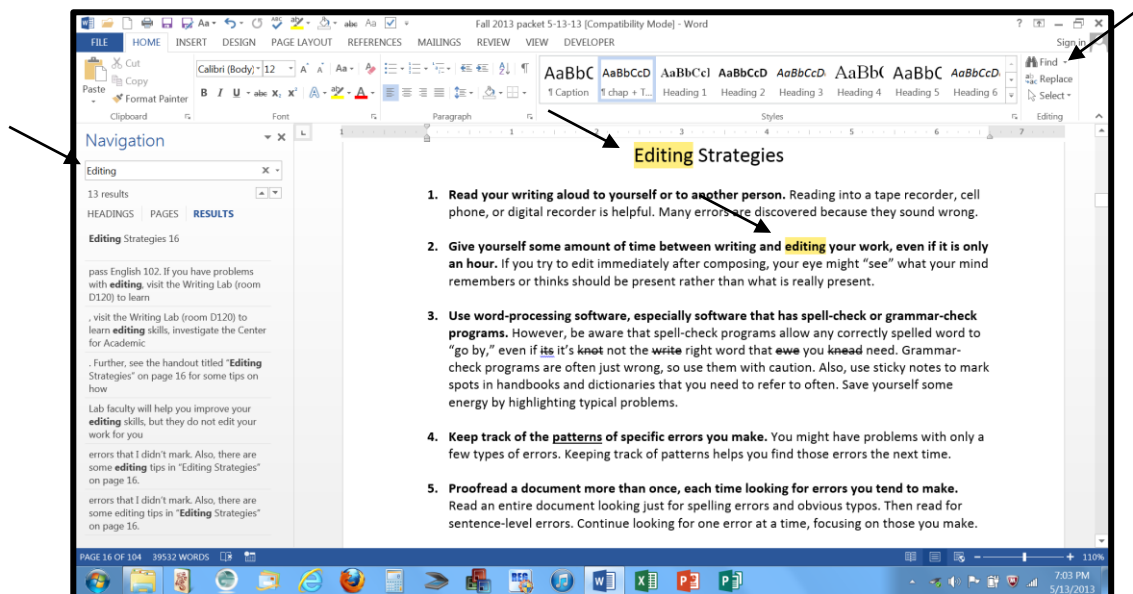




Editing Strategies

Handout courtesy of Angela Gulick

1. **Read your writing aloud to yourself or to another person.** Reading into a tape recorder, cell phone, or digital recorder is helpful. Many errors are discovered because they sound wrong.
2. **Give yourself some amount of time between writing and editing your work, even if it is only an hour.** If you try to edit immediately after composing, your eye might “see” what your mind remembers or thinks should be present rather than what is really present.
3. **Use word-processing software, especially software that has spell-check or grammar-check programs.** However, be aware that spell-check programs allow any correctly spelled word to “go by,” even if it’s ~~not~~ not the ~~write~~ right word that ~~ewe~~ you ~~knead~~ need. Grammar-check programs are often just wrong, so use them with caution.
4. **Keep track of the patterns of specific errors you make.** You might have problems with only a few types of errors. Keeping track of patterns helps you find those errors the next time.
5. **Proofread a document more than once, each time looking for errors you tend to make.** Read an entire document looking just for spelling errors and obvious typos. Then read for sentence-level errors. Continue looking for one error at a time, focusing on those you make.
6. **Use a “Find” program to help you search for problems.** Microsoft Word has a “Find” feature. You can type in something you often misuse, and the computer will find every example of that element, allowing you to double-check your work. Sample “Find” screen:



7. **Make use of additional support services.** Consider using The Writing Lab (Room D120), forming study groups, and reviewing classmates’ work.