

REVISING, EDITING & PROOFREADING

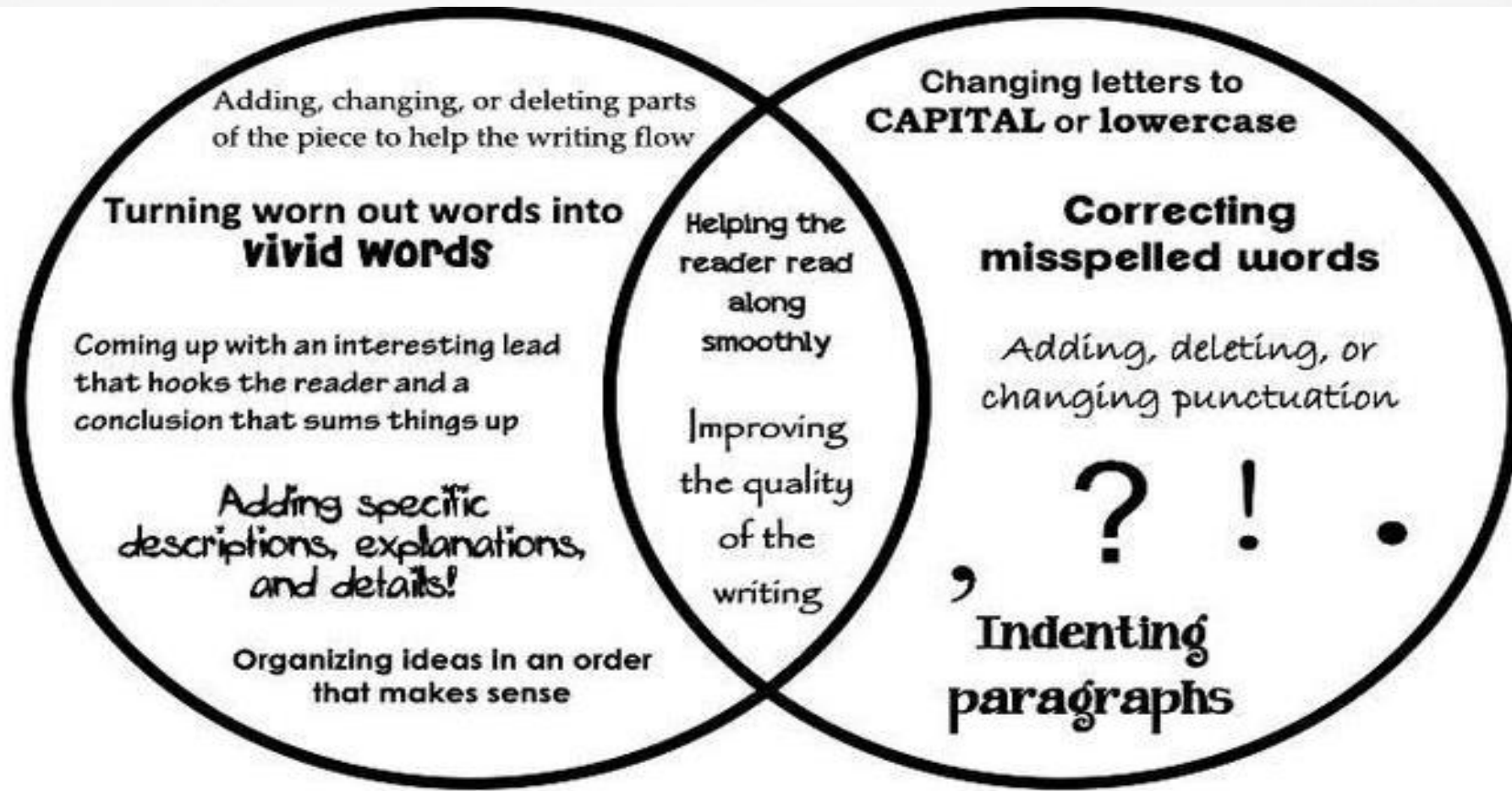
A word cloud centered around the word "proofreading". The words are in various sizes and orientations, mostly in shades of brown and gold. The most prominent words include "proofreading", "document", "edit", "paper", "correction", "error", "assignment", "punctuation", "essay", "education", "service", "homework", "job", "secretary", "editor", "writer", "school", "mistake", "check", "write", "essay", "punctuation", "horizontal", "vocabulary", "pen", "document", "edit", "document", "pen", "school", "editor", "writer", "secretary", "mistake", "check", "write", "essay", "punctuation", "horizontal", "vocabulary", "pen". Other visible words include "author", "confusing", "business", "english", "grammar", "story", "writing", "manuscript", "editing", "novel", "transcription", "color", "proofread", "proofreader", "mark", "correct", "pencil", "assignment", "punctuation", "essay", "education", "service", "homework", "job", "secretary", "editor", "writer", "school", "mistake", "check", "write", "essay", "punctuation", "horizontal", "vocabulary", "pen", "document", "edit", "document", "pen", "school", "editor", "writer", "secretary", "mistake", "check", "write", "essay", "punctuation", "horizontal", "vocabulary", "pen".

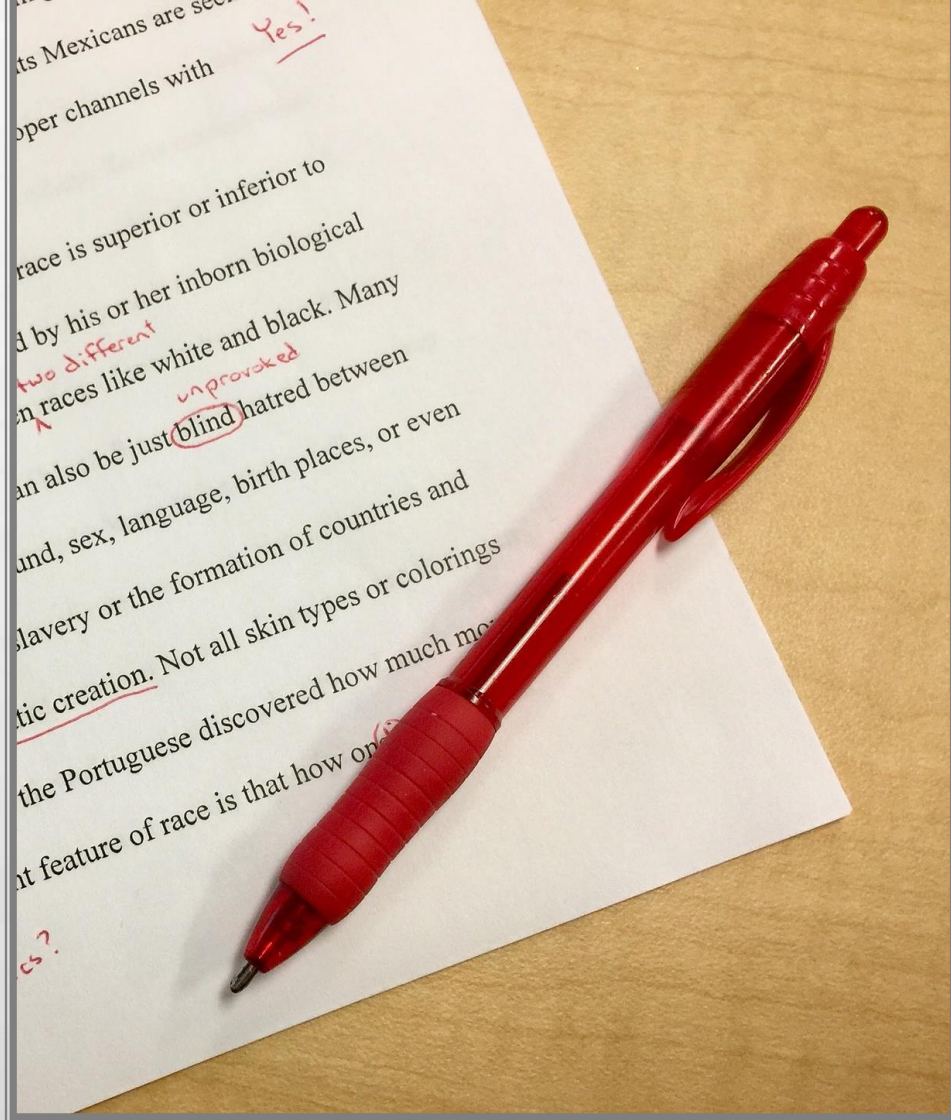


Revising – making it look better

vs

Editing – Making it sound better





REVISING

DEFINITION: REVISING FOCUSES ON REFINING AND POLISHING THE WRITTEN WORK TO ENHANCE ITS EFFECTIVENESS AND IMPACT.

- **REVISE THE INTRODUCTION AND CONCLUSION FOR EFFECTIVENESS.**
- **CHECK FOR LOGICAL TRANSITIONS BETWEEN PARAGRAPHS AND IDEAS.**
- **ENSURE THAT EACH PARAGRAPH SUPPORTS THE MAIN THESIS OR ARGUMENT.**
- **VERIFY THAT EVIDENCE AND EXAMPLES ARE RELEVANT AND PROPERLY CITED.**
- **EVALUATE THE CLARITY AND PRECISION OF LANGUAGE.**



EDITING

DEFINITION: EDITING INVOLVES IMPROVING THE CONTENT, STRUCTURE, AND CLARITY OF A WRITTEN WORK.

- **REVIEW THE OVERALL ORGANIZATION AND FLOW OF THE WRITING.**
- **CLARIFY UNCLEAR OR CONFUSING SENTENCES.**
- **ADD, DELETE, OR REARRANGE INFORMATION TO IMPROVE COHERENCE.**
- **ENSURE PROPER FORMATTING AND ADHERENCE TO GUIDELINES.**
- **VERIFY THE ACCURACY OF FACTS, STATISTICS, AND CITATIONS.**
- **CHECK FOR SPELLING, GRAMMAR, AND PUNCTUATION ERRORS**
- **IDENTIFY AND CORRECT ANY REPETITIVE**
- **CONTENT ASSESS THE EFFECTIVENESS OF TRANSITIONS BETWEEN PARAGRAPHS AND IDEAS.**



PROOFREADING

DEFINITION: PROOFREADING INVOLVES CAREFULLY REVIEWING A WRITTEN WORK TO IDENTIFY AND CORRECT ERRORS IN SPELLING, GRAMMAR, PUNCTUATION, AND FORMATTING.

- **LOOK AT THE DETAILS;**
 - **WORD CHOICE**
 - **GRAMMAR**
 - **SPELLING**
 - **PUNCTUATION**
- **IF YOU CAN'T IDENTIFY YOUR OWN MISTAKES, ASK A PEER, FRIEND, OR FAMILY MEMBER TO READ YOUR WORK.**