

COMP

3



7

Editing

LEARNING OUTCOMES

- 1 Adopt strategies for polishing your writing
- 2 Combine short, simplistic sentences
- 3 Expand sentences to add details
- 4 Edit sentences for variety and style
- 5 Eliminate wordiness
- 6 Avoid vague, weak, and biased words
- 7 Edit and proofread for correctness

Adopt Strategies for Polishing Your Writing

- Review the overall style of your writing
 - *Check that your style fits the rhetorical situation*
 - *Check that your style carries the right authority*
 - *Check your sentence style and word choice*
- Use tools and methods that work
 - *Do it at the right time, and give yourself time*
 - *Review your draft from multiple points of view*
 - *Use software editing tools as an aid*

Combine Short, Simplistic Sentences

- Edit sentences for clarity and style
 - *Use a series*
 - *Use a relative pronoun*
 - *Use an introductory phrase or clause*
 - *Use a semicolon*
 - *Repeat a key word or phrase*
 - *Use correlative conjunctions*
 - *Use an appositive*

Expand Sentences to Add Details

- Use cumulative sentences
 - *General base clause expanded by adding modifying words, phrases, or clauses*
- Expand with details
 - *Adjectives and adverbs*
 - *Prepositional phrases*
 - *Absolute phrases*
 - *Participial and infinitive phrases*
 - *Subordinate clauses*
 - *Relative clauses*



Expand Sentences to Add Details

- To edit sentences for more expressive style one should:
 - *Know grammar and punctuation better*
 - *Practice tightening, combining, and expanding sentences*
 - *Look for models of well-constructed sentences*

Edit Sentences for Variety & Style

- Check for and correct the following types of sentence problems:
 - *Short, choppy sentences*
 - *Flat, predictable sentences*
 - *Incorrect sentences*
 - *Unclear sentences*
 - *Unacceptable sentences*



Edit Sentences for Variety & Style

- Review your writing for sentence variety
- Vary sentence structure
 - *Sentence openings*
 - *Sentence lengths*
 - *Sentence kinds*
 - *Sentence arrangements*
 - *Using positive repetition*

Edit Sentences for Variety and Style

- Use parallel structure
 - *For words, phrases, or clauses in a series*
 - *Use both parts of correlative conjunctions*
 - *Place a modifier correctly*
 - *Place contrasting details in parallel structures*
- Avoid weak constructions
 - *Nominal constructions*
 - *Expletives*
 - *Negative constructions*



Eliminate Wordiness

- Cut dead wood
 - *Filler material that can be removed without harming the sentence*
- Eliminate redundancy
- Cut unnecessary modifiers
- Replace long phrases and clauses

Avoid Vague, Weak, and Biased Words

- Substitute specific words
- Replace jargon and clichés
- Strive for plain English by avoiding:
 - *Obfuscation*
 - *Ambiguity*
 - *Euphemisms*
 - *Doublespeak*

Avoid Vague, Weak, and Biased Words

- Change biased words referring to
 - *Ethnicity*
 - *Age*
 - *Disabilities or impairments*
 - *Conditions*
 - *Gender*
 - *Occupational issues*



Edit and Proofread for Correctness

- Review punctuation and mechanics
 - *Check for proper use of commas*
 - *Look for apostrophes in contractions, plurals, and possessive nouns*
 - *Examine quotation marks in quoted information, titles, or dialogue*
 - *Watch for proper use of capital letters*
- Look for usage and grammar errors
- Check for spelling errors

SUMMARY

- Editing and proofreading help to fine tune the written content
- Chapter provides guidelines and strategies to help edit the writing for style and clarity
- Proofreading the writing helps in eliminating errors

