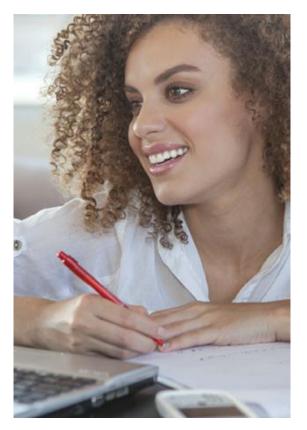
VAN RYS/ MEYER/ VANDERMEY/ SEBRANEK





Editing

Copyright ©2016 Cengage Learning. All Rights Reserved. May not be scanned, copied or duplicated, or posted to a publicly accessible website, in whole or in part.

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

