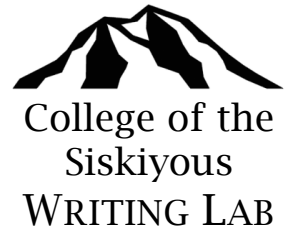


EDITING: STEP 4 IN THE WRITING PROCESS



INTRODUCTION: Editing is the final step of the writing process. When editing, you focus on sentence-level errors.

During this process, you, the writer, will do the following:

- Check for and correct errors in grammar, punctuation, and spelling

During this process, you do not:

- Merely glance over your paper. Editing is serious business, and doing a thorough job of it can lead to a much easier paper to read, and therefore a paper that receives a better grade.

Keep this in mind: Sentence-level errors may not seem like a big deal, but some instructors will not even read past the third major mistake (this can earn the paper a big, nasty “F.”)

For many students, editing is like pulling teeth. To make the editing process less painful, do the following:

- Familiarize yourself with the rules of punctuation and grammar
- Use spell check, but don’t rely on it. Oftentimes spell check thinks you are trying to spell a word that you are not
- Although it is not usually nice to “use” your friends when it comes to editing, you need to “use” whomever you can get—friends, family, fellow students, etc. Have them read your essay and mark it up!
- Take advantage of the Writing Lab. The COS Writing Lab does not offer proofreading services; however, Lab Specialists will work with you to suggest alternatives to problem spots, and they are definitely able to teach you the rules of punctuation and grammar.
- Become friends with the following basic proofreading symbols:

^	Insert
#	New paragraph
No #	No paragraph
~	Transpose
SP	Spell out
#	Insert space

g	Delete
∩	Close Up
≡	Capitalize
/	Lowercase
RO	Run-on
FRAG	Fragment