Editing

Tips and Tricks

Why do we edit?

1. For clarity and accuracy
2. To ensure our ideas are on paper like we imagine them in our heads
3. To look for areas to improve
4. To spark new ideas

What do we look for?

Capital letters: the beginning of a sentence and proper nouns.

Full stops: the end of a sentence.

Commas: to separate sentence clauses and list items.

Apostrophes: to show ownership and missing letters.

Syntax: does each sentence have a subject and a verb? Are they complete?

You could try…

1. Reading the work out loud to yourself
2. Print the writing out and read it on paper. Use a pen to mark errors as you go.
3. Change the font, size and colour of the text on your screen.
4. To check spelling, read your work backwards, word by word.
5. Change locations- don’t edit where you wrote your draft.

Practice

Makes Perfect

Correct the Sentences

1.I whent to the shop on saturday aftanoon.

2.my favurite colour is blu

3.The House was old and creaky but i wasnt afraid.

4.The dogs collar had a tag with His name on it. It were hard to read though.

5.My grans 90 yers old.

Was or were?

Singular, past tense = was e.g. I was…

Plural, past tense = were e.g. The girls were…

1. The woman in black ____ waiting.
2. The dolls _____ creepy.
3. We _____ walking slowly, synchronised.
4. I remembered where we _____ at the time.

Connectives

The joining of two ideas or sentence clauses.

...and...but...then...also...finally....meanwhile...after...because...so...therefore...be sides...above all...especially...significantly...in particular...indeed...most of all...equally...like...as well as...

1. The woman entered _____ the room turned cold.
2. The sun was shining _____ the nursery was hot.
3. The woman was scary ____ her face was decayed.

Verb Choice

You can build a very strong impression simply by using strong and precise verbs.

Remember, these are the ‘actions’ of your writing. They should also all be written in the same tense.

Think of alternatives for the following:

walked

playing

blew

watched

Show not Tell

Readers want to engage their minds with a piece of text. Never TELL them everything but rather, let them imagine it!

Rewrite these sentences so they SHOW the action or idea rather than tell it.

1. I was really cold.
2. It was really scary.
3. The snow was melting.

Checklist

Have you used the senses?
Have you used appropriate detail?
Have you used commas to mark clauses?
Have you used capitals?
Have you checked your apostrophes?
Have you checked there/their/they're?
Have you used simple, compound, complex sentences?
Have you used paragraphs and varied the length?
Have you used a mixture of connectives?
Have you kept to either past or present tense?