

## General Revising and Editing Tips:

It is imperative for students to revise and edit their assignment. Most professional writers spend more time on revising than on writing their first draft. In other words, **DO NOT SKIP THIS PROCESS OR TRY TO RACE THROUGH IT!**

Give yourself time before doing a revision. Ideally, give yourself 24 hours before editing. At the very least, give yourself an hour break before proofreading. The longer the break you give yourself before editing, the more unfamiliar your assignment will seem, which makes for more effective proofreading. Here are some suggestions for proofreading your writing:

- ☐ **Step 1:** Change the font of your assignment. This will help make your paper seem unfamiliar.
- ☐ **Step 2:** Print out your draft because most people detect more errors when looking at a hard copy than on a computer screen.
- ☐ **Step 3:** Read out loud with a pen in hand. Annotate your text just the way you would with a piece of literature, looking for the strengths and weaknesses of your paper.
- ☐ **Step 4:** Go through the 3 phases of Revision: 1) Macro-Scale Revision 2) Micro-Scale Revision and 3) A Final Editing and Proofreading phase
- ☐ **Step 5:** Make the corrections and change your font back to the assigned style.