

ENGL 353

EDITING

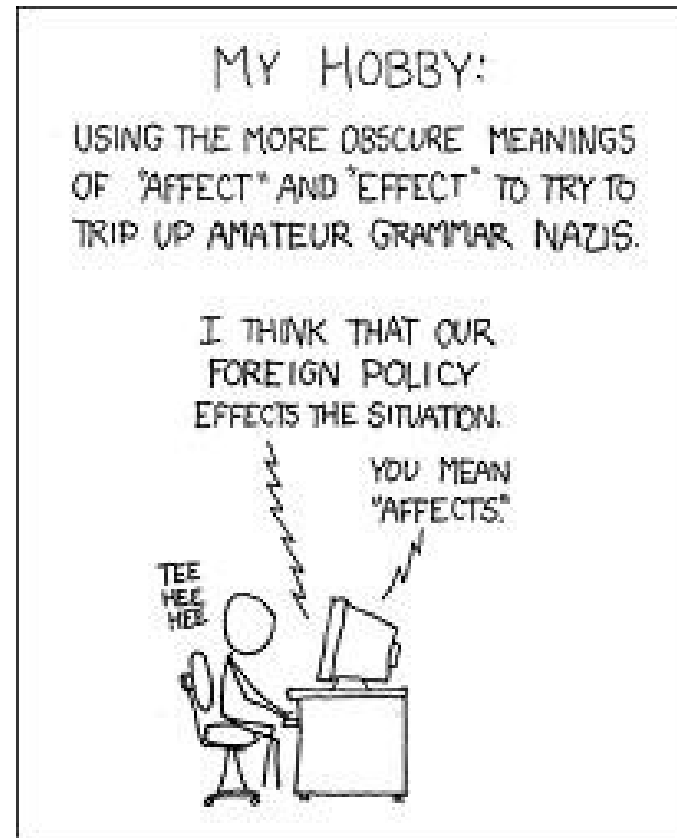
Welcome

Grammar Police?

off the mark .com by Mark Parisi



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Four Levels of Editing

- 1. Revision
 - ▣ Often called “global editing” because it examines the document in its entirety. Revision examines the document’s subject, purpose, audience, and context of use.

Four Levels of Editing

- 2. Substantive editing

Pays attention to the context, organization, and design of the document.

Four Levels of Editing

- 3. Copyediting
- This is revising a document for clarity and consistency at the sentence and paragraph levels

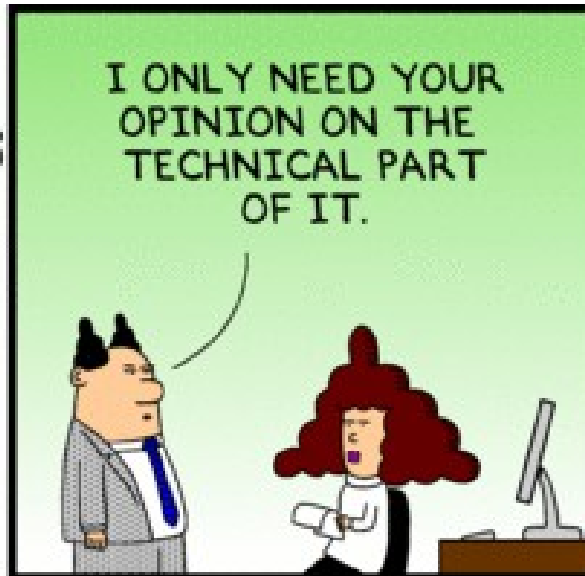
Four Levels of Editing

- 4. Proofreading – reviewing a document to find any grammar, spelling, and mechanical mistakes.

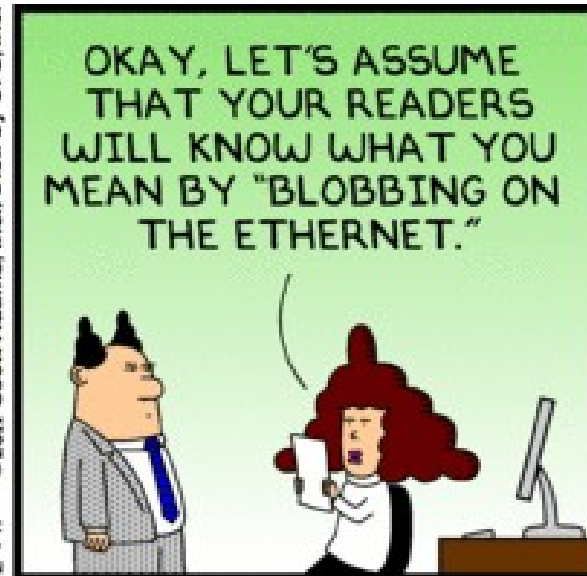
Four Levels of Editing: What level does the Pointy-Haired Boss Need?



Dilbert.com DilbertCartoonist@gmail.com



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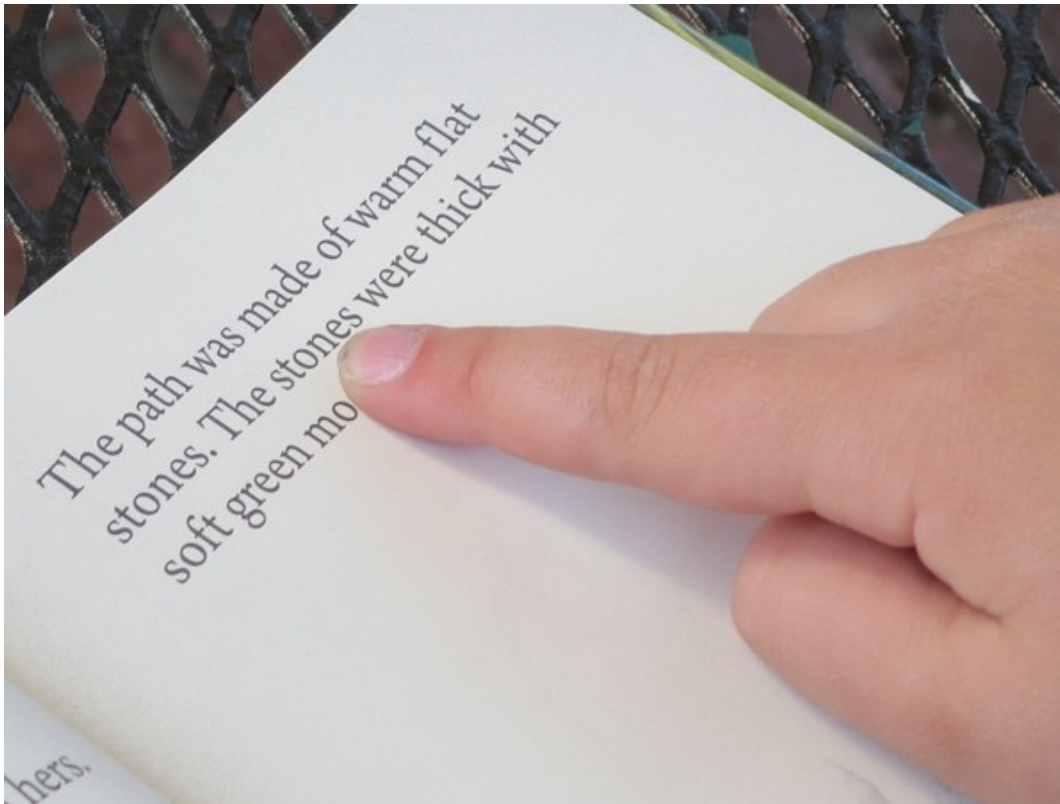
How to Proofread – old school

1. Print out the text to be edited. (Maybe increase line spacing if possible.)
2. Plan to review the document three times:
 - a. Just read it without a pen in your hand.
 - b. Read it looking for grammar, spelling, typos – see *Workbook* appendix for correct proofreader's marks.
 - c. A third read-through to make sure you caught everything.

Tip! Read through the text backwards – “read” each sentence starting at its end.

How to Proofread – old school

Proofreading is a contact sport!

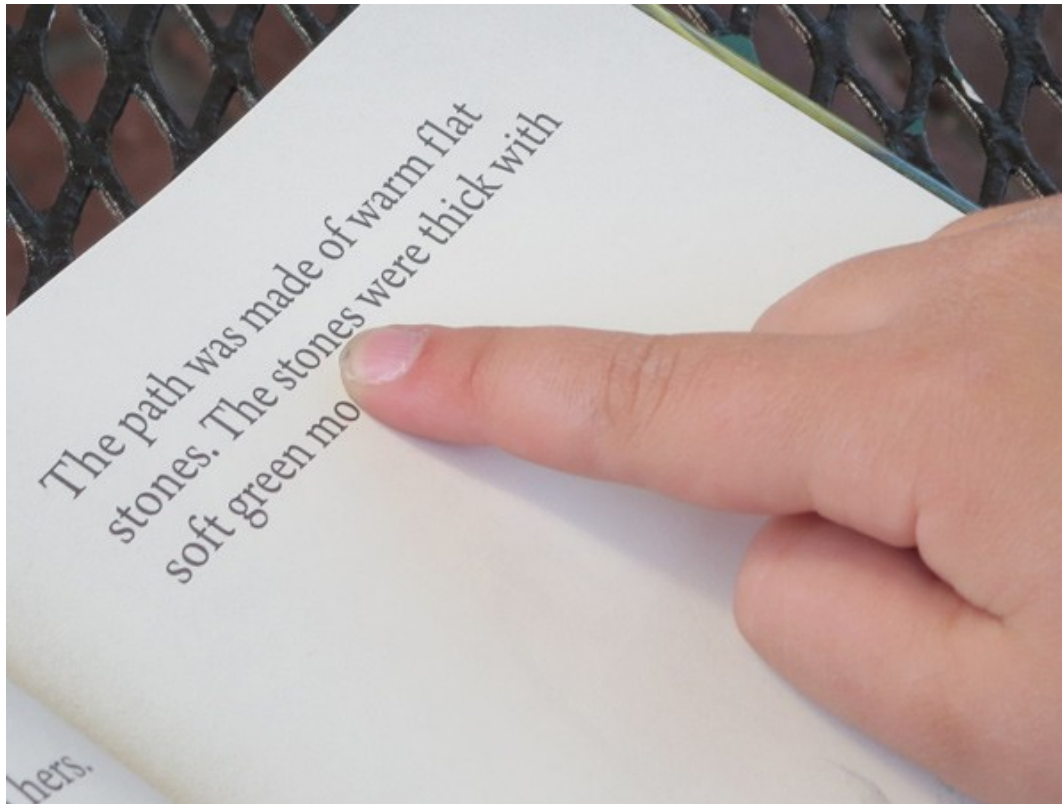


Follow along the printed text with a pen or your finger.

You can also read the text out loud.

How to Proofread – regardless of format

Proofreading is a contact sport!



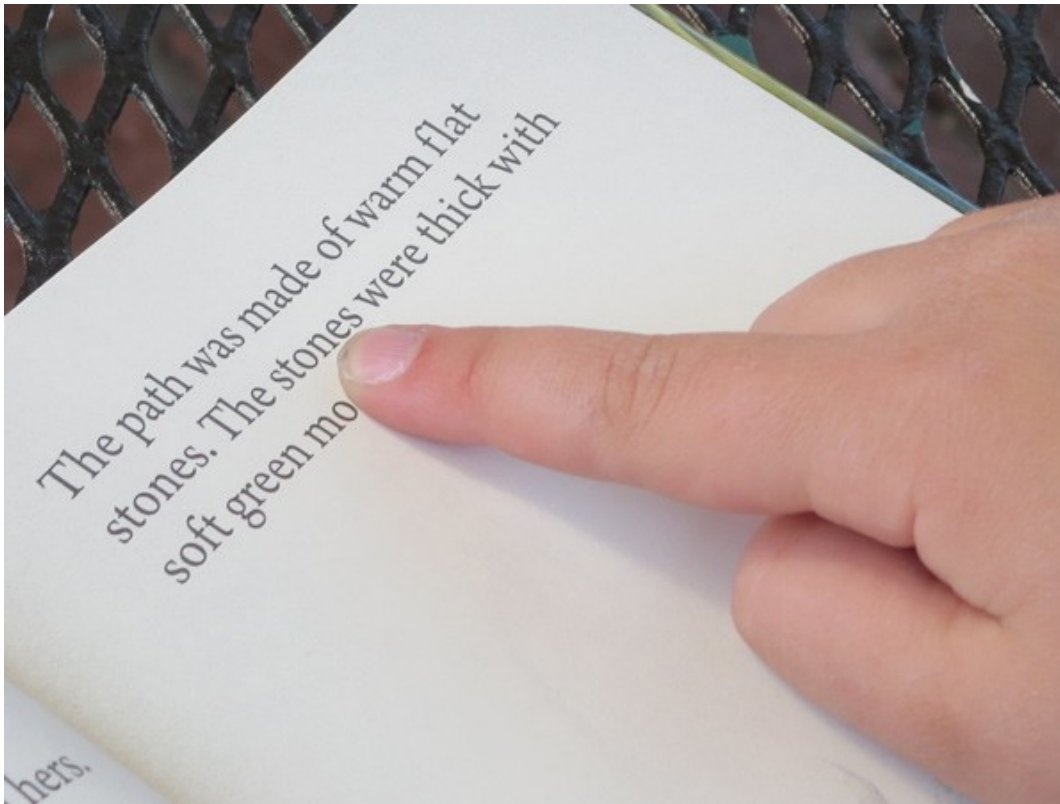
Seek out:
Typos

Missing/
incorrect
punctuation

Word choice
that alters
meaning of
text

How to Proofread – regardless of format

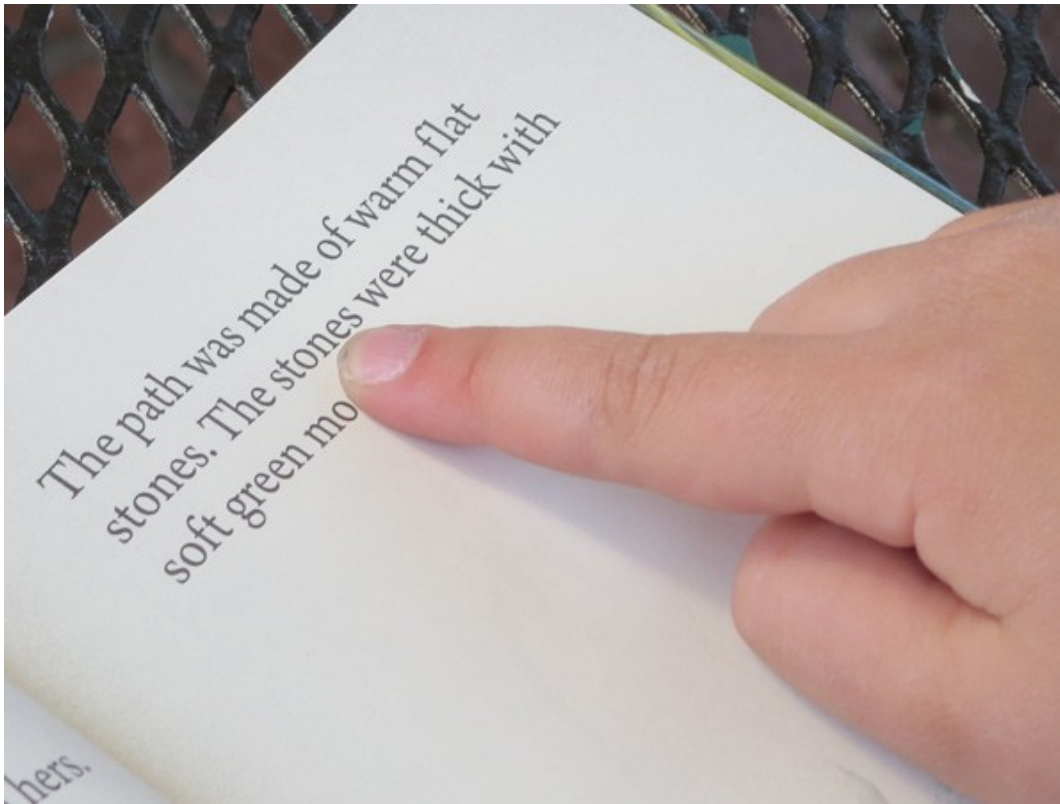
Proofreading is a contact sport!



Seek out:
Homophones
pairs of words
that sound the
same, but have
distinctly
different
meanings and
different
spellings –
cell/sell,
for/four,
sea/see

How to Proofread – regardless of format

Proofreading is a contact sport!



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The Biggest Priority of an Editor



Ensure consistency within the document!!

Exercise 1

You will be given a paper document.

Proofread it!

You are encouraged to look out for inconsistencies within the document.