

Editing and Proofreading

Presented by:
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ENGL 6913

Some Housekeeping, “As a Dutiful Maid Would”: A Quick Note

I will periodically ask questions during the presentation. Points will be awarded based on answers. Prizes will be awarded at the conclusion of the presentation.

- 3 Points will be awarded if I randomly call on you and you answer the question correctly. (This scenario is unlikely.)
- 2 Points will be awarded if you volunteer to answer a question and answer it correctly.
- 1 Point will be awarded if you answer any question from the previous two scenarios incorrectly.

A Brief Summary

This presentation will cover the topic of editing. Proofreading will also be a major subtopic within this presentation.

The lesson is divided into the following four parts:

1. What is Editing?
2. A Few Techniques for Editing and Proofreading.
3. Discussion; which will be guided by the Discussion Questions.
4. Editing English, or “Saving [Timothy Gordon’s Catholic Republic] From Itself if Possible.”

Learning Goals

- Students will be able to define **editing, proofreading, and revision** as they relate to writing.
- Students will understand the relationship between Big Picture Issues (Thesis, Argument, etc.) and Small Picture Issues (grammar, punctuation, etc.) when writing and editing.
- Students will be able to use certain editing and proofreading techniques when composing and revising future writing assignments.
- Students will be able to recognize that not all “grammatical mistakes” are mistakes, and that those “mistakes” may be useful for drawing special attention to something when used correctly.
- Students will be able to better appreciate and identify that technology may impact their editing, proofreading, and revising habits.

Section 1: What is Editing?

Defined as, “To prepare for [submission or] publication by selection, arrangement, and annotation [of an author’s written material]” (Webster’s New World, Webster’s New World College Dictionary, ed. 3, 1997).

There are usually three processes taking place when making changes to a paper. They are:

- Revision
- Proofreading
- Editing



The Difference Between Revising, Proofreading, and Editing

Revision: Usually involves rewriting, rewording, and reordering words, sentences, and paragraphs. This may be done during the initial writing stage, or can take place at any point during the writing process.

Proofreading: Rereading a paper for the purposes of checking – and correcting – errors in grammar, punctuation, syntax, and spelling.

Editing: Checking the presentation of the information in your paper. Does the paper flow? Is the Thesis presented clearly? Does your argument support your Thesis? These are the questions that are asked and answered during editing.

Source: “Revising, Editing and Proofreading,” *The Writing Process*. Univ. of Toronto: Faculty of Applied Science and Engineering.

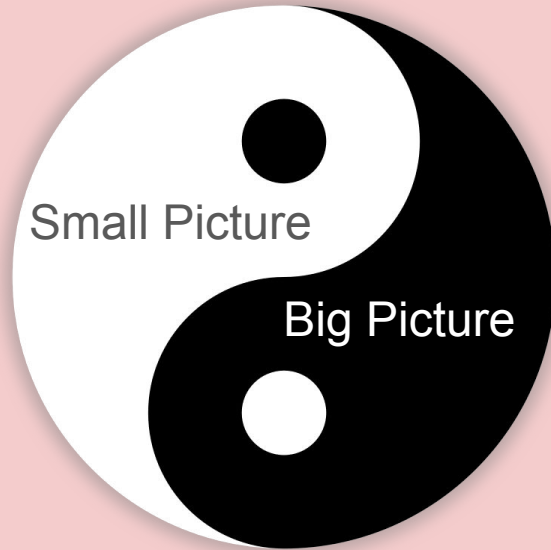
<https://ecp.engineering.utoronto.ca/resources/online-handbook/the-writing-process/revising-editing-and-proofreading/>. Accessed: 28 Feb 2024.

Section 2: Big Picture vs. Small Picture

When writing, the Big Picture includes your Thesis, Argument(s), Sources/Citations, Sentence Transitions, etc.

The Small Picture involves Syntax, Grammar, Punctuation, and Spelling.

Question: Which is more important during the writing process?



Bringing Sections 1 & 2 Together (Part 1)

Proofreading falls under the Small Picture. It helps shore up the flow of the paper, and identifies mistakes that would otherwise derail the coherence of the argument(s).

Editing falls under the Big Picture. It's concerned with the paper as a whole, and how your Argument(s) relate to your Thesis.

Both are needed to produce a coherent Argument that supports a paper's Thesis.

Bringing Sections 1 & 2 Together (Part 2)

Story Time Example: *Boy Meets World* Season 5, Episode 4.



Section 3: Editing and Proofreading Techniques

1. Reading in Reverse: Start at the end of your paper when you start proofreading.
2. Read Aloud To Check For Clarity and Flow.
3. What is The Topic and Thesis, and do the paragraphs and arguments relate back to the Thesis?
4. Avoid **Engfish** when possible; except if it is being used to draw attention to a specific point.
5. Acknowledge that some "grammatical mistakes" may be used in writing as a technique to draw the reader's attention to a specific point.

“Strike a Pose!”: Using Mistakes to Draw Attention

This is more of an issue when proofreading someone else's paper, but you may come across an “intentional grammatical mistake” that the writer uses to draw attention to a specific point, sentence, or idea.



“Who will it be?": Discussion Questions

1. How do you edit? What process do you use?
2. How much time do you give yourself to edit and revise before submitting?
3. How does the use of a Word Processor impact how you edit?
 - a. Do you catch yourself "editing as you go" when you are writing using a Word Processor?
4. What rules do you have for editing and revising?
 - a. For example, I try to limit myself to using one semicolon (;) and/or one set of dashes (—) per paragraph.

Editing English, or “Saving [Timothy Gordon’s *Catholic Republic*] From Itself if possible.”

I will provide a brief document for my peers to proofread, edit, and revise. Please attempt to save this document. If you feel it is beyond saving, say so.

Questions For Me?

Any and all questions are appreciated.

The End

Thank you for your attention, participation, and effort. Prizes will now be awarded.
Goodnight everyone!

