



Editing Your Paper

Fixing the “Little Things” that Make a BIG Difference!



What Does it Mean to Edit?

- Editing means making specific surface changes to correct obvious mistakes.
- When you edit, you delete needless words, correct spelling or awkward phrasing, check for complete sentences, and make sure you've correctly punctuated.
- When you revise, you look at conventions.

What Should I Look For?

- **Punctuation**
 - Commas, Semi-colons
 - End Marks
 - Quotation Marks
- **Spelling**
- **Capitalization**
- **Indenting**
- **Complete Sentences**
 - No run-ons or fragments
- **Verb Tense**
- **Point of View**
- **Apostrophes**
- **Subject-Verb Agreement**

Editing Checklist

- Use a checklist to see what changes should be made to your paper.
- Let's look at two paragraphs and edit both of them.

Works Consulted

- <http://palc.sd40.bc.ca/palc/feature/0302/20errorparagraph.htm>. (2 November 2010). Web.
- http://www.educationworld.com/a_lesson/edit/edit0119.shtml. (2 November 2010). Web.
- <http://www.scribd.com/doc/84380/Editing-Checklist>. (2 November 2010). Web.