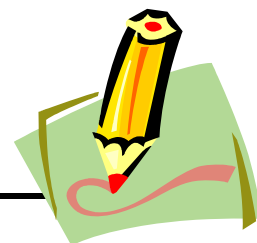


Step 7: Editing



The Writing Center

Now that the content of your paper is complete, you can begin to clean up the grammar, spelling, and punctuation. This worksheet is designed to take you through the editing process so you can identify your weaknesses (and strengths!) and correct your own mistakes. Hint: You will need your grammar handbook to help you find the answers to these questions.

Style – “I just don’t like the way it sounds.”

1. Diction: What are two types of diction? List the characteristics of each.

Which one should you use for your paper? _____

Read through your paper one paragraph at a time, and make changes to your draft as needed.

2. What is tone? What should the tone of your paper be?

Read through your paper one paragraph at a time, and think about the tone. Make changes as needed.

3. What is fair language? Do you have any instances of unfair language in your paper? How can you correct them?

4. Word choice

- a. What is denotation? _____
- b. What is connotation? _____

Look through your paper and look for words that you are unsure of (denotation and connotation); list them here. Then, look up the words in the dictionary. Do you need to change them?

5. General vs. Specific Words: Which should you use?

Read through your paper and look for general words; circle them. Then go back and look at each one. How can you rephrase it to make it more descriptive and specific? Make changes on your draft.

6. Redundancy: Read through your draft aloud and listen for words you use over and over. Highlight those words on your draft and list them below.

Now get out a thesaurus and look up each word. What words could you use instead of the ones above?

7. What is a cliché? Should you use them in your paper? Why or why not?

Read through your paper and look for clichés. Highlight them on your draft and list them here.

Think about what you are trying to say with the cliché and write a replacement phrase. Example: That company is straight as an arrow = That company is very ethical and fair.

8. Sentence length: What is a choppy sentence? What is a wordy sentence?

Read through your paper out loud and listen for choppy and wordy sentences. Are there any that should be separated by punctuation or that should be combined? Make these corrections on your draft.

