

English 134
E d i t i n g

Editing: the detail work

Punctuation
Spelling
Word choice (Diction)
Grammar

Strategies for editing:

Apply the Paramedic Method throughout.
Read the paper aloud to yourself.
Read it backwards, sentence by sentence.

Computer tools to use:

Spell check
Grammar check (cautiously)
Highlighting
Find and replace

Other editing details to check:

- Have I used “I” and/or “you” consistently and properly?
- Have I used the same tense throughout?
- If I said “first”, did I later say “second”?
- Did I write “then” when I meant “than”? (as in “I’m shorter than anyone in this class.”)