

## Introduction

In this unit, you will learn how to revise, proofread and edit your writing. **Revision** addresses the higher order concerns of your writing, which have to do with the quality of ideas presented in your writing. Revising is essentially about reviewing, modifying, and reorganising texts by rearranging, adding, or deleting content. Revising can lead to multiple drafts, as any polished work of writing is a product of a careful revision and proof reading process. **Editing** addresses middle order concerns in the writing process and aims to improve the organisation or structure, and content. It is also about making the tone, style, and content of your writing appropriate for the intended audience.

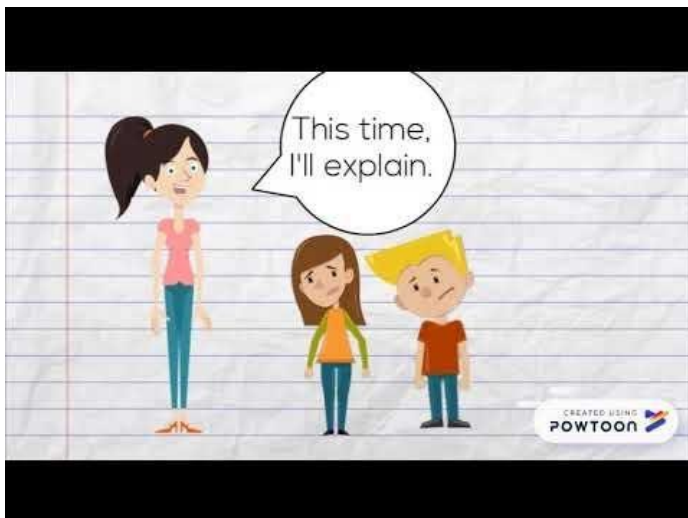
Additionally, it looks at the structure or format of your writing and its organisation of and use of linking devices between sentences and between paragraphs. **Proofreading** focuses essentially on lower order concerns, that is, improving the surface features or mechanics of language including spelling, grammar and punctuation. Remember that having another writer's feedback or a second opinion on the quality of your writing when revising can save time and be very helpful.

In this unit, you will learn how to revise your first draft, and how to go about editing and proofreading your writing. At the end of the Unit, you should be able to:

- Use revision, editing and proofreading strategies effectively
- Apply self-monitoring and editing skills in your writing
- Prepare a final draft for submission

## Learning Content

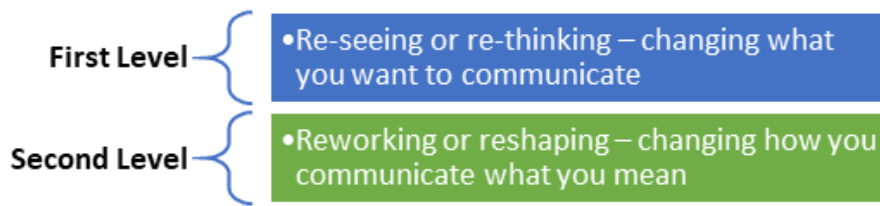
The following video provides useful tips on how to revise and edit your writing:



<https://www.youtube.com/watch?v=vLpKqeLqFEg>

Revising aims to improve the draft by making changes at the level of ideas, structure, coherence and cohesion.

There are two main levels of revision:



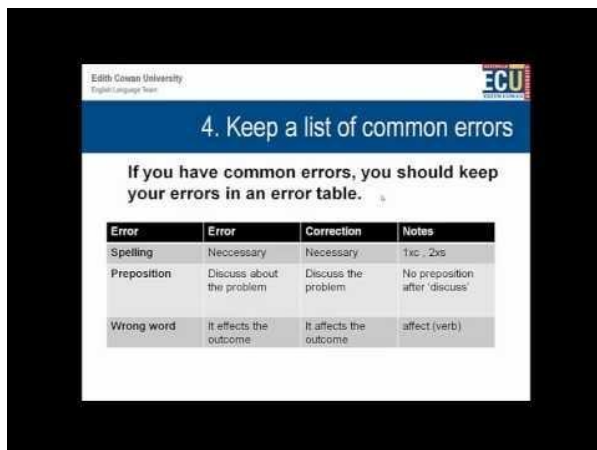
Revision aims to address the higher order concerns by asking the following questions:

- Have I addressed the topic?
- Have I included any irrelevant content?
- Are the main ideas of my writing clear? And are these supported by appropriate evidence?
- Have I accurately paraphrased any ideas I might borrowed from other authors?

Revision seeks to achieve coherence and cohesion.

- Coherence refers to whether or not a piece of writing “makes sense” and to the logic of the writing.
- Cohesion refers to whether or not a piece of writing “flows” and to the ease with which that writing can be read.
- Text unity (coherence and cohesion) is created in three ways:
  - repetition of key terms
  - substitution of key terms with pronouns or other words
  - signposting/ linking words/cohesive devices

The following video takes you through the process of proofreading your work:



<https://www.youtube.com/watch?v=8LliK6DM4zA>

## Summary

Writing your final draft requires you to re-examine your work at three levels. The higher order level has to do with the overall or broad ideas of your document and whether, or not, your work answers the assignment instruction. This level, known as revision, allows you to add or remove any information that does not address your topic. The second level of your editing has to do with middle order concerns. It looks at the organisation, structure, style, tone, and unity, or coherence and cohesion, of your writing. The third and last level, proofreading, focuses on the surface level issues of language, that is, grammar, spelling, and punctuation; including wording and sentencing issues.