Editing for Clarity and Proofreading for Correctness

Designed
By
Duke
University's
Writing Studio

Important Considerations

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- What are your most common errors?

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- What are your most common errors?

- Which are matters of correctness and which are personal choice?

Workshop Objectives

- Learn useful editing and proofreading techniques.

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- Consider how grammatical correctness is sometimes a choice.

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- Consider how grammatical correctness is sometimes a choice.

- Gain confidence in your ability to write polished "professional quality" essays.

Workshop Objectives Cont'd

- Determine in what way the context for your writing affects your choices.

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- Review 20 most common errors.

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- Review 20 most common errors.

- Update skills in grammar and punctuation.

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- Correctness: Freedom from error

Editing Strategies

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- Refer to your list of "Most Common Errors" list for patterns of errors you are most likely to make.

- Trace the line of reasoning for each error.

- Check your word choice.

Additional Editing Strategies

- Check to see if you have documented quotations and paraphrases properly.

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- Check for gender inclusive language.

"Any fool can make a rule and every fool will mind it."

— Henry David Thoreau

"It is not wise to violate the rules until you know how to observe them."

— T. S. Eliot

On-line Help For 20 Most Common Errors

Go to this web site:

http://www.bedfordstmartins.com/lunsford/twenty.html

Exercise

- Identify errors in the following sentences and correct them.

Exercise

- The manuscript contains many beautiful illustrations. Of plants, people, and other seemingly unrelated images.

Exercise

- The manuscript contains many beautiful illustrations. It depicts plants, people, and other seemingly unrelated images.

Exercise

- Meteorology has made many advances in the past few decades, but they still cannot answer a number of questions about tornadoes.

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- Meteorology has made many advances in the past few decades, but it still cannot answer a number of questions about tornadoes.

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- Recently, several sports have gained popularity that no one had heard of thirty years ago.

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Exercise

- In previous centuries, fashions reflected the care that a woman takes to protect her clothes.

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Exercise

- Improved meteorological technology and the skill to interpret data have made its contributions to tornado prediction.

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Go to http://uwp.aas.duke.edu/wstudio

and "Resources for Writers" for on-line help.

Proofreading Categories

- General (deleting, inserting, or spelling out)

- Paragraphing

- Margins

- Punctuation

- Style of type

Helpful Proofreading Strategies

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- Read aloud.

Additional Resources

- Use "AutoCorrect" to help mark patterns.

- Refer to a dictionary, thesaurus, and grammar and usage guides.

- Look at examples of "correct" writing you can use as models.

On-line Resources

- For help with grammar, punctuation, and spelling: http://owl.english.purdue.edu/handouts/grammar

- Details on 20 most common errors: http://www.bedfordstmartins.com/lunsford/twenty.html

- Check "Resources for Writers" at http://uwp.aas.duke.edu/wstudio for helpful links

Useful Books

- <u>Go Ahead…Proof It!</u> by K.D. Sullivan (MLA)

- <u>Line by Line</u> by Claire Cook (Barron's)

Interested In A More In-Depth Experience?

- To sign up for a workshop, go to "Schedule An Appointment" and "Workshop/Group Sign Up" on the Writing Studio's website:

http://uwp.aas.duke.edu/wstudio/