

Revising, Editing, and Proofreading:

A Three Step Framework
for Powerful Clarity



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Successful revision creates work that is as effective as possible.

- Readability
- Clarity
- Impactfulness
- Readiness to Publish

Revision, Editing, and Proofreading

Before

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

After

- By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word that can be used to refer to the first step as well as the entire process. Revision is a vital tool, which refines the rough draft into a product of which to be proud.

Sample

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.**

The Framework of REP

- Revision, Editing, Proofreading

Framework

- Strategic approach to ensure
 - clarity of structure and purpose
 - each word, letter, and punctuation is important and used well
 - the work is accessible for others to read and understand
- **Revision**
 - major structural, organizational, and logical improvements
- **Editing**
 - each word, phrase, and sentence is as effective as possible.
- **Proofreading**
 - presentation readiness, 'fixing errors'

Sample

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Revision: Big Picture Stuff

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Revision:

How does each sentence affect the work?

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP.** They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

Revision: Sentence by Sentence

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP.**
- What is the purpose of this sentence?
 - Thesis
- Does it contribute to overall work?
 - Yes
- Would it be better placed elsewhere?
 - No

Revision:

How does each sentence affect the work?

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.** As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

Revision: Sentence by Sentence

- **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.**
- What is the purpose of this sentence?
 - Supports the thesis
 - explaining effect of idea introduced in previous sentence
- Does it contribute to overall work?
 - Yes
- Would it be better placed elsewhere?
 - No

Revision:

How does each sentence affect the work?

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Revision: Sentence by Sentence

- **As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis.**
- What is the purpose of this sentence?
 - Importance of structure to writing
- Does it contribute to overall effectiveness of this section?
 - No
- Would it be better placed elsewhere?
 - Yes

Revision:

How does each sentence affect the work?

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Revision: Sentence by Sentence

- **Once the first draft is complete it is time to begin the process of REP.**
- What is the purpose of this sentence?
 - When
- Does it contribute to overall effectiveness of this section?
 - Yes
- Would it be better placed elsewhere?
 - No

Revision:

How does each sentence affect the work?

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of REP. **The title also needs to fit with the content of the written work.** Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.**

Revision: Sentence by Sentence

- **The title also needs to fit with the content of the written work.**
- What is the purpose of this sentence?
 - Importance of a good title
- Does it contribute to overall effectiveness of this section?
 - No
- Would it be better placed elsewhere?
 - Yes

Revision:

How does each sentence affect the work?

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of REP. ~~The title also needs to fit with the content of the written work.~~ Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

Revision:

How does each sentence affect the work?

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Revision: Sentence by Sentence

- **Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.**
- What is the purpose of this sentence?
 - Importance of process
- Does it contribute to overall effectiveness of this section?
 - Yes
- Would it be better placed elsewhere?
 - No

Revision:

How does each sentence affect the work?

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of REP. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. **The word revision can be used to refer to the first step as well as the entire process.****

Revision: Sentence by Sentence

- **The word revision can be used to refer to the first step as well as the entire process.**
- What is the purpose of this sentence?
 - Further definition/clarity
- Does it contribute to overall effectiveness of this section?
 - Yes
- Would it be better placed elsewhere?
 - Yes

Revision:

How does each sentence affect the work?

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of REP. **The word revision can be used to refer to the first step as well as the entire process.** Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. ~~The word revision can be used to refer to the first step as well as the entire process.~~

Condensing Sentences

Before

- **Once the first draft is complete it is time to begin the process of REP. The word revision can be used to refer to the first step as well as the entire process.**

After

- **Once the first draft is complete it is time to begin the process of REP, which can be used to refer to the first step as well as the entire process.**

Revision:

How does each sentence affect the work?

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. **Once the first draft is complete it is time to begin the process of REP, which can be used to refer to the first step as well as the entire process.** Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.

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Revision:

How does each sentence affect the work?

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Editing: Clarity, Impact, Readability

- Clarity:
 - How well can the reader understand the meaning?
- Impact:
 - How powerfully does the text deliver the message?
- Readability:
 - How easily can the reader move through the section?

Editing: Clarity, Impact, Readability

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Editing: Clarity, Impact, Readability

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of **REP**. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of revising, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.**

Clarity

Before

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of **REP.**

After

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of **revision, editing and proofreading (REP).**

Editing: Sentence Structure

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of revision, editing and proofreading (REP). They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of revising, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.**

Editing: Passive Voice

- A **piece** of written work **can be created** by a **very good writer** to be effective by keeping in mind the three step process of revision, editing and proofreading (REP). They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of revising, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.

Editing: Passive Voice

- Passive voice
 - Usually requires more words, focus on the action
 - *Active: The brakes were slammed on by Mike when he saw the squirrel.*
- Active voice
 - Usually more concise and effective, focus on the subject
 - *Active: Mike slammed on the brakes when he saw the squirrel.*

Passive Voice to Active Voice

Before

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of revision, editing and proofreading (REP).**

After

- **A very good writer can create a piece of written work to be effective by keeping in mind the three step process of revision, editing and proofreading (REP).**

Passive Voice to Active Voice

Before

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of revision, editing and proofreading (REP).**

After

- **A very good writer can create a piece of written work to be effective by keeping in mind the three step process of revision, editing and proofreading (REP).**

What is the focus of the sentence?

Before

After

- **A very good writer can create a piece of written work to be effective by keeping in mind the three step process of step process of revision, editing and proofreading (REP).**

What is the focus of the sentence?

Before

- A very good writer can create a piece of written work to be effective **by keeping in mind the three step process of step process of revision, editing and proofreading (REP).**

After

- **By keeping in mind the three step process of revision, editing and proofreading (REP),** a very good writer can create a piece of written work to be effective.

Replacing Weak Phrases with Powerful Words

Before

- By keeping in mind the three step process of revision, editing and proofreading (REP) a **very good** writer can create a piece of written work to be effective.

After

- By keeping in mind the three step process of revision, editing and proofreading (REP) a **skillful** writer can create a piece of written work to be effective.

Choosing the 'Best' Word

Before

- By keeping in mind the three step process of revision, editing and proofreading (REP) a skillful writer can **create** a piece of written work to be effective.

After

- By keeping in mind the three step process of revision, editing and proofreading (REP) a skillful writer can **craft** a piece of written work to be effective.

Economy of Language: Minimizing Prepositional Phrases

Before

- **By keeping in mind the three step process of revision, editing and proofreading (REP), a skillful writer can craft a piece of written work to be effective.**

After

- **By keeping in mind the three step process of revision, editing and proofreading (REP), a skillful writer can craft **an effective written work.****

Economy of Language: Minimizing Prepositional Phrases

Before

- By keeping in mind the three step process of revision, editing and proofreading (REP), a skillful writer can craft a piece of written work to be effective.

After

- By keeping in mind the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work.

Avoiding Colloquialisms

Before

- By **keeping in mind** the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work.

After

- By **considering** the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work.

Editing: Clarity, Impact, Readability

Before

- **A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP.**

After

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work.**

Editing: Clarity, Impact, Readability

Before

- **A piece of written work can be created by a very good writer to be effective** by keeping in mind the three step process of REP.

After

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work.**

Editing: Clarity, Impact, Readability

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. Once the first draft is complete it is time to begin the process of REP, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.**

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Editing: Breaking the Sentence Down to Parts

Before

- They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

After

- They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

Passive Voice to Active Voice, Avoiding Unnecessary Verbs

Before

After

- **They can create a written work
which is successfully revised
when it accomplishes all they
set out to accomplish**

Passive Voice to Active Voice, Avoiding Unnecessary Verbs

Before

- They **can create** a written work
which **is successfully revised**
when it **accomplishes** all they
set out to **accomplish**

After

- A **successfully revised work**
accomplishes all they set out to
accomplish

Passive Voice to Active Voice, Avoiding Unnecessary Verbs

Before

- **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish,**

After

- **A successfully revised work accomplishes all they set out to accomplish**

Avoiding Unclear Pronouns

Before

- A successfully revised work accomplishes all **they** set out to accomplish

After

- A successfully revised work accomplishes all **the writer** set out to accomplish

Avoiding Colloquialisms

Before

- A successfully revised work accomplishes all the writer **set out** to accomplish

After

- A successfully revised work accomplishes all the writer **intended** to accomplish

Avoiding Repetitive Word Use

Before

- A successfully revised work **accomplishes** all the writer intended to **accomplish**

After

- A successfully revised work **accomplishes** all the writer intended to **achieve**

Editing: Breaking the Sentence Down to Parts

Before

- **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish**

After

- **A successfully revised work accomplishes all the writer intended to achieve**

Editing: Breaking the Sentence Down to Parts

Before

- They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

After

- A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

Avoiding Redundancy

Before

After

- includes no words **that are unimportant or take away something from your purpose**

Avoiding Redundancy

Before

- includes no words **that are unimportant or take away something from your purpose**

After

- includes no words that are **unimportant**

Editing: Breaking the Sentence Down to Parts

Before

- They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

After

- A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant and allows the writer to clearly make their meaning known.

Simplifying Language

Before

- allows the writer **to clearly make their meaning known.**

After

- allows the writers **meaning to be clear.**

Simplifying Language

Before

- allows the writer **to clearly make their meaning known.**

After

- allows the writers **meaning to be clear.**

Editing: Breaking the Sentence Down to Parts

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- **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.**

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Avoiding Repetitive Word Use

Before

- A successfully revised work accomplishes all the **writer** intended to achieve, includes no words that are unimportant and allows the **writers** meaning to be clear.

After

- A successfully revised work accomplishes all the **author** intended to achieve, includes no words that are unimportant and allows **their** meaning to be clear.

Putting the Sentence Back Together

Before

- They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.

After

- A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant and allows their meaning to be clear.

Putting the Sentence Back Together

Before

- **They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known.**

After

- **A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant and allows their meaning to be clear.**

WHEN YOUR REVISION



FINALLY STARTS TO MAKE SENSE



Editing: Clarity, Impact, Readability

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant and allows their meaning to be clear.** Once the first draft is complete it is time to begin the process of REP, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.

Editing: Clarity, Impact, Readability

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the process of REP, which can be used to refer to the first step as well as the entire process. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of.**

Ensuring Clarity of Clauses

Before

- **Once the first draft is complete it is time to begin the process of **REP**, which can be used to refer to the first step as well as the entire process.**

After

- **Once the first draft is complete it is time to begin the process of **revising**, which can be used to refer to the first step as well as the entire process.**

Ensuring Clarity of Clauses

Before

- Once the first draft is complete it is time to begin the **process of revising**, which **can be used to refer** to the first step as well as the entire process.

After

Ensuring Clarity of Clauses

Before

- Once the first draft is complete it is time to begin the process of **revising, which** can be used to refer to the first step as well as the entire process.

After

- Once the first draft is complete it is time to begin the process of **revising, a word which** can be used to refer to the first step as well as the entire process.

Avoiding Repetitive Word Choice

Before

- Once the first draft is complete it is time to begin the **process** of revising, which can be used to refer to the first step as well as the entire **process**.

After

- Once the first draft is complete it is time to begin the **procedure** of revising, a word which can be used to refer to the first step as well as the entire **process**.

Editing: Clarity, Impact, Readability

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Editing: Clarity, Impact, Readability

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Replacing Weak Phrases with Powerful Words

Before

- Revision is a **very important** process that cleans up and refines the rough draft into something worth being proud of.

After

- Revision is a **vital** process that cleans up and refines the rough draft into something worth being proud of.

Replacing Weak Phrases with Powerful Words

Before

- **Revision is a vital process that cleans up and refines the rough draft into **something** worth being proud of.**

After

- **Revision is a vital process that cleans up and refines the rough draft into **a product** worth being proud of.**

Avoiding Redundancy

Before

- Revision is a very important process that **cleans up** and **refines** the rough draft into a product worth being proud of.

After

Avoiding Redundancy

Before

- Revision is a very important process that **cleans up and refines** the rough draft into a product worth being proud of.

After

- Revision is a vital process that **refines** the rough draft into a product worth being proud of.

(Not an Error, but... Avoiding Ending a Sentence With a Preposition)

Before

- **Revision is a vital process that cleans up and refines the rough draft into a product **worth being proud of.****

After

- **Revision is a vital process that cleans up and refines the rough draft into a product **of which to be proud.****

Editing: Clarity, Impact, Readability

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. **Revision is a vital process that refines the rough draft into a product of which to be proud.****

Editing: Clarity, Impact, Readability

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Avoiding Redundancy

Before

- Revision is a vital **process** that refines the rough draft into a product of which to be proud.

After

- Revision is a vital **tool** that refines the rough draft into a product of which to be proud.

Editing: Clarity, Impact, Readability

- **By considering the three step process of revision, editing and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Proofreading

- Punctuation
- Subject-Verb Agreement (Number and Tense)
- Other grammatical and formatting concerns

Proofreading: Spot the Errors

- **By considering the three step process of revision**, editing and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.

Proofreading: Spot the Errors

- **By considering the three step process of revision, **editing and proofreading (REP)**, a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Proofreading: Spot the Errors

- **By considering the three step process of revision, **editing, and proofreading (REP)**, a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Comma needed when listing three or more items (APA)

Proofreading: Style-Specific

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Comma needed when listing three or more items (APA)

No comma needed when listing three or more items (AP)

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work.** A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant and allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.

Proofreading: Spot the Errors

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Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, **includes no words that are unimportant and** allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Proofreading: Punctuation based on structure

- **Compound Predicate – No comma required**
 - A successfully revised **work accomplishes** all the author intended to achieve and **allows** their meaning to be clear.
- **Two Complete Sentences – Comma required**
 - A successfully revised **work accomplishes** all the author intended to achieve, and **this work allows** their meaning to be clear.
- **Listing three or more items – Comma required**
 - A successfully revised **work accomplishes** (1) all the author intended to achieve, (2) includes no words that are unimportant, and (3) allows their meaning to be clear.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, **includes no words that are unimportant, and** allows their meaning to be clear. Once the first draft is complete it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Comma needed when listing three or more items

Proofreading: Spot the Errors

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Proofreading: Spot the Errors

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A introductory clause requires a comma.

Proofreading: Clauses

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

A introductory clause requires a comma.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word which can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word **that** can be used to refer to the first step as well as the entire process. Revision is a vital tool that refines the rough draft into a product of which to be proud.**

Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word **that** can be used to refer to the first step as well as the entire process. **Revision is a vital tool that refines the rough draft into a product of which to be proud.****

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Revision is a vital tool, which refines the rough draft into a product of which to be proud.

Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Proofreading: Spot the Errors

- **By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the author intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word **that** can be used to refer to the first step as well as the entire process. **Revision is a vital tool**, which refines the rough draft into a product of which to be proud.**

Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Proofreading: Spot the Errors

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Use “which” with a comma when the sentence can stand alone.

Use “that” when the following phrase is necessary to the sentence.

Revision, Editing, and Proofreading

Before

- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

After

- By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant, and allows the their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word that can be used to refer to the first step as well as the entire process. Revision is a vital tool, which refines the rough draft into a product of which to be proud.

Revision, Editing, and Proofreading

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- A piece of written work can be created by a very good writer to be effective by keeping in mind the three step process of REP. They can create a written work which is successfully revised when it accomplishes all they set out to accomplish, includes no words that are unimportant or take away something from your purpose and allows the writer to clearly make their meaning known. As a first step, making sure to structure the work with an outline before writing it means that you will have a framework to include details that support your central thesis. Once the first draft is complete it is time to begin the process of REP. The title also needs to fit with the content of the written work. Revision is a very important process that cleans up and refines the rough draft into something worth being proud of. The word revision can be used to refer to the first step as well as the entire process.

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- By considering the three step process of revision, editing, and proofreading (REP), a skillful writer can craft an effective written work. A successfully revised work accomplishes all the writer intended to achieve, includes no words that are unimportant, and allows their meaning to be clear. Once the first draft is complete, it is time to begin the procedure of revising, a word that can be used to refer to the first step as well as the entire process. Revision is a vital tool, which refines the rough draft into a product of which to be proud.

Resources

- Writing Resources

- [OWL at Purdue.edu](https://owl.purdue.edu) *Quick and Reliable Style Guide*
- [Writing Tips and Tools - University of North Carolina at Chapel Hill](https://writingcenter.unc.edu) *Extensive List of Handouts with Practical Advice*
- <https://www.grammarly.com/blog/category/handbook/>
- [Official APA Style FAQ](https://www.apastyle.com/faq)
- [Basic English Grammar Guide Intended for ESL](https://www.grammarly.com/blog/category/handbook/)

Tips & Tools



Writing the Paper

- > [Argument](#)
- > [Audience](#)
- > [Brainstorming](#)
- > [College Writing](#)
- > [Color Coding Video](#)
- > [Conclusions](#)
- > [Drawing Relationships Video](#)
- > [Evaluating Print Sources](#)
- > [Evidence](#)
- > [Fallacies](#)
- > [Figures and Charts](#)
- > [Flow](#)
- > [Getting Feedback](#)
- > [Introductions](#)
- > [Paragraph Development](#)
- > [Procrastination](#)
- > [Reading Aloud](#)
- > [Reading Aloud Video](#)
- > [Reorganizing Drafts](#)
- > [Reverse Outlining Video](#)
- > [Revising Drafts](#)
- > [Statistics](#)
- > [Summary](#)
- > [Thesis Statements](#)
- > [Transitions](#)
- > [Understanding Assignments](#)
- > [Understanding Assignments Video](#)
- > [Webbing Video](#)
- > [Writing Anxiety](#)
- > [Writing as Decision-Making Video](#)
- > [Writing Groups](#)

Citation, Style, and Sentence Level Concerns

- > [Articles](#)
- > [Citation Resources](#)
- > [Clichés](#)
- > [Commas](#)
- > [Conciseness](#)
- > [Conciseness Video](#)
- > [Conditionals](#)
- > [Editing and Proofreading](#)
- > [Fragments and Run-ons](#)
- > [Gender-Inclusive Language](#)
- > [How We Cite Video](#)
- > [Latin Terms and Abbreviations](#)
- > [Modal Verbs](#)
- > [Passive Voice](#)
- > [Passive Voice Video](#)
- > [Plagiarism](#)
- > [Proofreading Video](#)
- > [Quotations](#)
- > [Qualifiers](#)
- > [Relative Clauses](#)
- > [Semi-Colons, Colons, and Dashes](#)
- > [Should I Use "I"?](#)
- > [Sentence Patterns](#)
- > [Style](#)
- > [Transitions \(ESL\)](#)
- > [Verb Tenses](#)
- > [Why We Cite Video](#)
- > [Word Choice](#)

Specific Writing Assignments or Contexts

- > [Abstracts](#)
- > [Academic Cover Letters](#)
- > [Annotated Bibliographies](#)
- > [Application Essays](#)
- > [Blogs](#)
- > [Book Reviews](#)
- > [Comparing/Contrasting](#)
- > [Comparing/Contrasting Video](#)
- > [CVs and Resumes](#)
- > [Conference Papers](#)
- > [Dissertations](#)
- > [Diversity Statements](#)
- > [Email Communication](#)
- > [Essay Exams](#)
- > [Film Analysis](#)
- > [Grant Proposals](#)
- > [Group Writing](#)
- > [Honors Theses](#)
- > [Journal Article Publication Letters](#)
- > [Letters of Recommendation](#)
- > [Literature Reviews](#)
- > [Oral History](#)
- > [Poetry Explications](#)
- > [Policy Briefs](#)
- > [Scientific Research Reports](#)
- > [Speeches](#)
- > [Syllabi](#)
- > [Teaching Statements](#)
- > [Working With Your International TAs](#)

Writing for Specific Fields

- > [Anthropology](#)
- > [Art History](#)
- > [Business](#)
- > [Communication Studies](#)
- > [Drama](#)
- > [History](#)
- > [Literature \(Fiction\)](#)
- > [Music](#)
- > [Philosophy](#)
- > [Political Science](#)
- > [Psychology](#)
- > [Religious Studies](#)
- > [Sciences](#)
- > [Sociology](#)



Additional Resources

- > [Learning Center Tips & Tools](#)
- > [Fall 2021 Semester-At-A-Glance Calendar \(Word\) \(PDF\)](#)
- > [English as a Second Language \(ESL\) guides](#)
- > [Library Resources](#)
- > [CarolinaGo \(Android\) \(iOS\)](#)

Resources

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- [OWL at Purdue.edu Quick and Reliable Style Guide](#)
- [Writing Tips and Tools - University of North Carolina at Chapel Hill](#)
- <https://www.grammarly.com/blog/category/handbook/>
- [Official APA Style FAQ](#)
- [Basic English Grammar Guide Intended for ESL](#)