

Handout: Editing Strategies

Editing is the next step in the writing process following revision. Editing involves rereading your draft close-up to check individual sentences and words for appropriate capitalization, punctuation and grammar. Some things to check for are:

- Have I capitalized the **first letter** in each sentence?
- Have I capitalized the pronoun “**I**” in my writing?
- Have I capitalized proper nouns e.g., **Robert** and **Florida**?
- Have I capitalized proper adjectives e.g., **American** cars and **Chinese** food?
- Have I capitalized the **first word** in a direct quote?

“Good morning,” greeted the manager as he walked into the office.

- Have I made sure that I have spelled common homophones such as those below correctly:

there (place)

their ((belonging to someone)

they’re (they are)

weather (climate)

whether

where (in or at what place)

we’re (we are)

wear (having clothes on)

- Have I checked that I used **apostrophes** correctly to show possession?

The neighbor’s house is for sale.

- Have I checked if I need to **add** or **delete** commas in my writing?
- Have I used the same word too many times in one sentence or paragraph?
- Are any of my sentences difficult to understand?
- Have I checked if there are **run-on sentences** or **fragments** in my writing?
- Have I checked that I have **not abbreviated** words unnecessarily?