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?