

Editing, Part 1: General Tips

Purpose: This group of activities will lead you through the final steps in the writing process: the editing and revision steps. Although these activities are designed for and address a manuscript that is nearing completion of the drafting stage, it is worth noting that many writers choose to undergo editing and revision even when while in their drafting stage. For further clarification, see Graduate Writing Support Activity D.1 and D.7.

Editing vs. Revising

In **Graduate Writing Support Activity D.1**, we discussed the difference between revising and editing. It's easy to see that Revising is complex and can take a long time—longer than the actual drafting phase! Well, we hope it doesn't discourage you to discover that editing *may* take just as long—especially if you're not sure where to start! Editing is often lumped together with revision, but they can be quite different processes. In revisions, we look at the content—the ideas, meaning, and understandability of the information that we are trying to convey to our audience. Editing, on the other hand, has much more to do with the mechanics of our writing. In other words, it's finally time to talk about grammar!

Grammar Guides

We know that grammar is complex. There's a lot to know, and it's intimidating when you're unsure about how things work. To help you out, we've put together a few guides in convenient video form on the TAMIU ARC YouTube Channel:

- Grammar Refresher Part 1 – Parts of Speech – <https://youtu.be/UcydzyqJVco>
- Grammar Refresher Part 2 – Sentences – https://youtu.be/vOv8sN_cLuA
- Grammar Refresher Part 3 – Punctuation – <https://youtu.be/BsuVW-1-1GY>
- Grammar Refresher Part 4 – Tenses – <https://youtu.be/Pt2hxG9NLMc>
- Top 6 Grammar Errors and How to Fix Them – <https://youtu.be/ZqeCmrGJ9Es>
- More Common Grammar Errors and How to Fix Them – <https://youtu.be/ExZKFUJ-yfQ>

Be sure to check back with the TAMIU ARC YouTube channel or on the TAMIU ARC webpage for continuously updated resources, especially ones related to grammar.

Read it Again

The first thing to do when editing your work is to read it. Some people like to read it out loud themselves to catch any potential, obvious errors. The act of reading it out loud can be helpful for many people—hearing their words in a voice rather than seeing them in text changes the modality of the work, and it helps catch errors that might not be as obvious. Some people

also make use of text-to-speech software, such as the one built into Microsoft Word, which can accomplish similar goals with fixing some editing errors.

Do note: Editing software, such as those built into Microsoft Word or Grammarly **are imperfect**. Although these editing tools can help identify early mistakes, they cannot read your mind to determine if what you meant to write is what actually comes across in the writing!