

# CASE Lecture 8: Revising & Proofreading

Nick Hillman

[case@lsbm.ac.uk](mailto:case@lsbm.ac.uk)

<http://www.lsbm.ac.uk/case>

# Overview of session

- Definitions
- Introductory quiz
- What to check when revising/editing
- What to check when proofreading
- Tips
- Common errors
- Practice

# Definitions quiz

1. Looking again at your work 'through the eyes of your reader' in order to check that it has the logic and meaning that you intended is called:

- A. Drafting.
- B. Re-drafting.
- C. Revising.
- D. Proofreading.

2. The process of writing the first version of your work is called:

- A. Drafting.
- B. Re-drafting.
- C. Revising.
- D. Proofreading.

3. Checking your work for the accuracy of the grammar, spelling, punctuation, style, and referencing is called:

- A. Drafting.
- B. Re-drafting.
- C. Revising.
- D. Proofreading.

## Quiz cont.

4. Which of the following should you do when revising your work?
  - A. Check paragraphs are logically structured and coherent.
  - B. Check the introduction and conclusion are effective.
  - C. Check the style and language of your writing to make sure that it reads smoothly and logically.
  - D. All of the above.
5. It is best if proofreading is done by:
  - A. You.
  - B. Your friends.
  - C. By your computer.
  - D. A qualified proofreader.
6. Proofreading is best done:
  - A. After each section that you write.
  - B. Once you have finished writing and revising your work.
  - C. Once you have finished writing but before revising your work.

# Definitions

## Drafting

Involves creating the first written version that is not yet in its final form. Drafting is basically selecting and organising the information and ideas that you have gathered. It may well include the writing of paragraphs; however, there is no hard and fast rule about when you actually start to write; you may prefer to start writing paragraphs after/while note making. The important thing is that you START writing.

## Revising/editing/re-drafting/re-writing/re-planning

Involves improving the 'big picture' of your assignment: whether it addresses the task requirements fully, how the paragraphs are structured and flow and so on. Read your essay aloud or get someone else to read it.

## Proofreading

Focuses on specific details like spelling, sentence structure, referencing, and layout of your work. Proofreading is less about changing the work you've already done, and more about ensuring that what you have done is correct.

# What to check when revising/editing (Monash Study Guide 28)

## Coverage of your topic

- Have you answered the question?
- Have you explored the issues raised by the topic to sufficient depth?

## Structural aspects

- Introduction: does it clearly state the topic and how it will be dealt with?
- Paragraphing: clear topic sentences?
- Are there links between paragraphs and sections?
- Conclusion: does it do what it is supposed to?

## Analysis and argument

- Have you clearly stated your argument?
- Is it supported by sufficient evidence, examples and supporting information?

## Citations, quotations, paraphrasing

- Are there enough and are they reliable?
- Correct balance between paraphrasing, summary and quotation?
- Are quotations contextualised? What do they add to your?

## Logically organised

- Does the work 'tell the story' so the reader always knows where you have come from within the argument, and where you are going next?
- Is it in a consistent style appropriate for an academic audience?

# What to check when proofreading

## Formatting

- Check for consistency of heading levels, diagrams and tables, margins and indentation, reference list and footnotes (if used).
- Is your table of contents consistent and accurate?

## Referencing information

- Are all sources listed in the bibliography or list of references?
- Are all reference details complete?
- Are all references consistently presented in the required style?

## Tense choice

- Are your verb tenses consistent?
- Is there a logical reason for you to change the tense?

## Punctuation

## Spelling

## Tips

- Distance yourself from your work. Being 'really close' to your work makes it difficult to proofreading. Try to read your work without focussing on the actual content.
- Paper or screen?
- Proofread more than once; do it at the end of each writing stage.
- Try not to proofread as soon as you have finished; take a break.
- Leave more time than you think you need.
- Read your work aloud (left out and doubled words).
- Read from your last sentence back.
- Look out for repeated words and sentences.
- Read the intro and conclusion – do they match?
- Use technology but don't rely on it.
- Be ruthless.
- Proofread for your particular problems- keep a log (*control f*)
- Use feedback.
- Keep it real!
- Don't check it after submission!

# Common errors

1. It's/its
2. Their/there
3. To/too
4. Your/you're
5. Affect/effect
6. Except/accept
7. Practice/practise
8. Accept/except
9. Advice/advise
10. Insure/ensure/assure
11. Council/counsel
12. E.g./i.e.
13. Lead/led
14. Principal/principle
15. Compliment/complement

## Punctuation check

1. The rain came down heavily, I was soon wet through.
2. The British weather is not particularly cold, however it is wet and dark.
3. The President didn't agree with the policy.
4. EasyJet changed it's routes in 2011.
5. The government has tried to reduce the deficit, this has resulted in damage to important services, such as, education, health, and transport.
6. There are three main arguments in favour of the expansion of Heathrow; economic, social and political.

## MS Word Checker

Use it, but don't rely on it.

## Exercises

## References

Beekman, L., Dube, C. and Underhill, J., (2011) *Academic Literacy*. Cape Town: Juta and Company Ltd.

Crene, P. and Lea, M., (2008) *Writing at University*. Maidenhead: Open University Press .

Osmond, A., (2011) *Academic Writing and Grammar for Students*. London: SAGE.