

Editing your draft – Transcript

Editing involves making changes to your draft, to improve it. You may need to reword clumsy sections or place topics into a better order. This could mean editing your work several times, with a different focus each time.

Edit to ensure that your writing makes sense. Read it aloud slowly.

Arrange your assignment so each paragraph only deals with one topic.

Rework sections to make one part flow better into another.

Back up your argument with examples, details and notable research.

Present your sources of information clearly and in the correct referencing style.

Check whether your writing is suitable for your intended audience. Is it easy to read? Could it be too chatty, long-winded or pompous?

Be alert for mistakes as you write – but don't let corrections interrupt your flow of ideas.

Follow the presentation guidelines given to you.

Note, when you edit, you can choose to focus on:

- Meaning
- Organisation and structure
- Evidence
- References
- Style
- Punctuation, spelling and grammar
- Presentation