

# Revising and Editing

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## *Revising and Editing Overview*

When you revise your writing, you focus on making changes to the focus, content, and organization of your work. When you edit your writing, you focus on making changes to the style and conventions of your work. You should use your own instincts as a writer as well as feedback from your teacher to guide the revision and editing process. A good way to practice this is to evaluate another person's work. In this lesson, you will read a sample essay and then evaluate the work based on the requirements.

### *Practice Activity*

Click on the prompt to open the sample essay.

[Prompt: What is the symbolic meaning of the conch shell in \*Lord of the Flies\*? How does its meaning evolve throughout the book? Why is the conch shell an important symbol in the book?](#)

Read through the sample essay. Then use the rubric that follows to evaluate the essay. Think about what the writer does well and where the essay needs improvement.

| Category            | Requirements  |
|---------------------|---|
| <b>Focus</b>        | <ul style="list-style-type: none"><li>• The essay focuses on one of the five assigned prompts.</li><li>• The essay has a clear and properly formatted thesis statement that outlines the purpose of the paper.</li><li>• All supporting details are related to the writer's thesis statement.</li></ul>   |
| <b>Content</b>      | <ul style="list-style-type: none"><li>• The essay includes an introduction that thoughtfully introduces the topic, identifies the title and author of the book, and ends with a thesis statement.</li><li>• The essay thoroughly addresses all components of the prompt with sufficient supporting evidence from the text.</li><li>• The essay concludes in an insightful, well-rounded manner.</li><li>• The essay is 3-5 pages in length.</li></ul> |
| <b>Organization</b> | <ul style="list-style-type: none"><li>• The essay has an introduction, a body, and a conclusion.</li><li>• The essay is organized into paragraphs.</li><li>• The writer uses appropriate transitions to aid the organization and flow of the essay.</li><li>• Points, ideas, and evidence are grouped and developed in a logical way.</li></ul>   |
| <b>Style</b>        | <ul style="list-style-type: none"><li>• The essay uses formal language and third-person pronouns.</li><li>• Vocabulary is appropriate and varied.</li><li>• Sentences are of varying length and complexity.</li><li>• Textual evidence is properly quoted and cited correctly.</li><li>• The essay follows the requirements for MLA format.</li></ul>   |

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| <b>Conventions</b> | <ul style="list-style-type: none"> <li>• Spelling is correct.</li> <li>• There are no grammatical or punctuation errors.</li> <li>• There are no typos.</li> </ul> |
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The purpose of this activity is to give you a better eye for evaluating writing and identifying strong and weak areas. Your evaluation may vary from the sample feedback that follows.

| <b>Category</b>     | <b>Requirements</b>  |  |
|---------------------|--|--|
| <b>Focus</b>        | <ul style="list-style-type: none"> <li>• The essay focuses on one of the five assigned prompts.</li> <li>• The essay has a clear and properly formatted thesis statement that outlines the purpose of the paper.</li> <li>• All supporting details are related to the writer's thesis statement.</li> </ul>  | <ul style="list-style-type: none"> <li>• Thesis is clearly stated and properly formatted.</li> <li>• Supporting points directly relate to the thesis.</li> </ul>   |
| <b>Content</b>      | <ul style="list-style-type: none"> <li>• The essay includes an introduction that thoughtfully introduces the topic, identifies the title and author of the book, and ends with a thesis statement.</li> <li>• The essay thoroughly addresses all components of the prompt with sufficient supporting evidence from the text.</li> <li>• The essay concludes in an insightful, well-rounded manner.</li> <li>• The essay is 3-5 pages in length.</li> </ul> | <ul style="list-style-type: none"> <li>• Paragraph on Golding's message and its connection to the real world could be more fully developed.</li> <li>• Good use of textual evidence throughout.</li> <li>• Introduction and conclusion are insightful and work in conjunction with the body of the paper.</li> </ul> |
| <b>Organization</b> | <ul style="list-style-type: none"> <li>• The essay has an introduction, a body, and a conclusion.</li> <li>• The essay is organized into paragraphs.</li> <li>• The writer uses appropriate transitions to aid the organization and flow of the essay.</li> <li>• Points, ideas, and evidence are grouped and developed in a logical way.</li> </ul>   | <ul style="list-style-type: none"> <li>• Essay is well-organized and includes all components.</li> </ul>   |
| <b>Style</b>        | <ul style="list-style-type: none"> <li>• The essay uses formal language and third-person pronouns.</li> <li>• Vocabulary is appropriate and varied.</li> <li>• Sentences are of varying length and complexity.</li> <li>• Textual evidence is properly quoted and cited correctly.</li> <li>• The essay follows the requirements for MLA format.</li> </ul>  | <ul style="list-style-type: none"> <li>• One instance of first-person pronoun (<i>we</i>).</li> <li>• Phrase <i>rules and order</i> is used a lot; could find another way of saying this.</li> <li>• Writer follows MLA format.</li> </ul>   |

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| <b>Conventions</b> | <ul style="list-style-type: none"> <li>• Spelling is correct.</li> <li>• There are no grammatical or punctuation errors.</li> <li>• There are no typos.</li> </ul> | <ul style="list-style-type: none"> <li>• No errors in conventions.</li> </ul> |
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### *Application*

Now that you have practiced with a sample essay, you can apply this technique to your own writing. You may find it helpful to revise and edit the essay based on your teacher's feedback first, and then reevaluate your work after you are done. Remember, the revising and editing step can be done multiple times.

When you evaluate your own writing, use the rubric to guide your work. Read through each requirement and determine whether you fully meet this requirement in your paper. You may want to write yourself notes as you read, or highlight or otherwise mark problem areas. When you are done, you can go to work revising and editing. This will help you to perfect your paper.

### *Summary*

Revising and editing are crucial steps of the writing process, and they can be done multiple times. After each session of revising and editing, make sure to reread your paper and reevaluate your work. You should use the rubric to help complete this task.