

The Art of Revising

A TAA Webinar

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Importance of Revision

“We write the first draft for ourselves; the drafts thereafter increasingly for the reader.”

Joseph Williams, *Style: Toward Clarity and Grace*, p. x

Challenges of Revision

We all have good intentions, but end up with

“I always run out of time.”

“I try to edit, but then I get
distracted by content.”

“I see **some** problems but not others.”

The Craft of Revision

Types of Revision

Proofreading (eliminating errors)

- Corrections: punctuation, word forms, spelling
- Checking consistent practices regarding capitalization, indentation, spacing, unusual terminology, etc.

Types of Revision

- Word choice
- Sentence structure
- Flow between sentences, paragraphs, sections
- Tone
- Economy
- Overall coherence

Sequencing Revision

1. Broad structural issues
2. Wordiness
 - Things that need to be written but not read
 - Things that need to be said more concisely
3. Sentence-level errors
 - Common errors
 - Your own particular patterns
4. Cohesion problems

Once this process is complete, remember to leave time for the

proofreading phase:

Fixing problems without making any new ones!

Effects of Revision

Creating both

better writing

and

better writers

Questions?

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