

# ESSAY EDITING

## SMART SHOP



## Global and Local Revision

**GLOBAL REVISION:**  
SEEING THE "BIG PICTURE"  
ORGANIZATION, DEVELOPMENT OF  
IDEAS, TONE AND APPROPRIATE  
LANGUAGE.



**LOCAL REVISION:**  
PAYING ATTENTION TO DETAILS  
EDITING FOR WORD CHOICE,  
SENTENCE FLUENCY, GRAMMAR,  
SPELLING AND PUNCTUATION.

**TIP:**  
LOCAL REVISION SHOULD USUALLY BE DONE  
LAST.

## ORGANIZATION

- Pay attention to transitions - particularly the first and last sentence of every paragraph
- Does one paragraph lead you to the next in a logical manner?
- To help you "see" the organization, make an outline after you have a draft.
- Go through the paper and write a list of the topic each paragraph covers.
- Ask yourself, does this order make sense? Is there a better order?
- Does the order of the paragraphs make logical sense? Would it be better to arrange the paragraphs in a different order?

# GLOBAL REVISIONS

## Focus



- Sometimes as you draft, your paper goes in an unexpected direction that your introduction did not account.
- After rereading, ask does the introduction accurately address what your paper argues or discusses?
- Can you give a one-sentence description of the argument or main point?

## Development

- When you reread the paper, do you notice places where your ideas need more examples, details, or specific information to support them?
- Look especially for places where you've made statements or claims. Do you offer information to back it up?

# LOCAL REVISIONS



- Are there specific concerns you have about your writing or errors that you know frequently occur? Check for them.
- Edit for run-ons, fragments, correct verb tense, subject/verb agreement, parallel structure, word choice, punctuation (avoiding run-on sentences, sentence fragments, comma splices), and sentence combining.