

## The Editing System

### Re-VISION

- Worrying 10%
- Planning 15%
- Writing 25%
- **REVISION 45%**
- Proofreading 5%

### Macro vs. Micro Editing

#### MACRO (what)

- Content
- Organization
- Strategy
- Impact

#### MICRO (how)

- Word Choice
- Grammar
- Sentences
- Format

### Macro Content Checklist

- Title that intrigues or clarifies?
- Clear one-sentence thesis that states an argument and has 3 categories.
- Ding Dings
- Effective use of hook, echo, and clincher
- Conclusion that reinforces the thesis
- Content that communicates purpose

### Macro Organization Checklist

- Indented paragraphs of 4-7 sentences
- Five-part (not 5-paragraph) essay that
  - Introduces topic
  - 3 main categories in a logical order
  - Final summary (conclusion)
- **Link the parts together. The end of each paragraph should into the next. The 1<sup>st</sup> sub-topic sentence needs to be a micro-thesis sentence. Refers back to the topic AND sets the topic for the new paragraph.**

### Macro Strategy Checklist

- Keep the reader in mind
- Organize categories, with the most effective first.
- Appeal to your audience: emotional?, intellectual?, etc.
- Tone: in this case it is ALWAYS formal, and scholarly.
- Acknowledge other, contradictory, positions.

### Macro Impact Checklist

- Clear indication of what you want to convince the reader.
- Re-check your thesis sentence. Does it forcefully state your position.
- Unified focused message revealed by every word, sentence, and paragraph.

### Micro Diction Checklist

- Language that is formal. No SLANG. Concrete words (“72%” instead of “many”)
- ACTION verbs. Reduce: Had, Have, Has, Was, Were, Is, and all other “To be” verbs
- Only 3<sup>rd</sup> Person
- Edit your sentences, phrases, and clauses to convey concise, specific language.

### Micro Grammar Checklist

- Capital Offenses:
  - Sentence fragments
  - Subject – Verb agreement
- Felonies:
  - Commas, Semi-colons, Colons
  - Parallelism
  - Pronoun – Antecedent Agreement

### Micro Grammar Checklist

- Misdemeanors:
  - Passive Voice
  - “Weak” Verbs
  - Imprecise words
  - Dangling Modifiers. “Walking across the yard, my hat fell off.”
- Warnings:
  - Abstract language: “it”, “this”, “one”
  - Useless commas. For some reason people put commas every time they see the words “because” and “that”. LEARN the big 3 rules

### Commas – The big Three

- Before a coordinating conjunction (and, but...) that connects two INDEPENDENT clauses.
- After an introductory phrase. “After the rainfall, the sun came out.”
- Items in a series.

See handout for other instances.

### Semi-colons

- Semi-colons: Joins two independent clauses by taking the place of the CONJUNCTION. “Betsy liked to sew; it was her passion.” replaces “Betsy Liked to sew, and it was her passion.”
- Separate complex commas: He had an old, unraveling sweater; a newer sweater; and a faded, torn pair of jeans. How confusing would this be w/o the semi-colon: He had an old, unraveling sweater, a newer sweater, and a faded, torn pair of jeans.

## Colons

- Introduces a list, summary, or important conclusion.
- Can **ONLY** come **AFTER** an independent clause.
- Can **NOT** come **BETWEEN** a verb and its object.

Correct: John gave his mother 3 things: ...

Incorrect: John gave his mother: ...

## Micro Sentence Checklist

- Complete sentences only?
- 17-20 words?
- Start each sentence with its strongest element.
- **ACTION** verbs.
- Vary sentence structure. The basic English sentence is “someone—did—Something,” but not every sentence has to be in that order.
- Pacing: follow a long sentence with a short one.

## Micro Format Checklist

- Times New Roman 12 point font.
- No bold, no design elements
- Cover sheet: title, writer, class, date.
- Title repeated on first page of text.
- Pages numbered starting with the first page of actual paper.
- No bullets, section headings, graphs, charts, etc.
- No contractions, parentheses, or informal language.
- Chicago format, unless otherwise stated, with in-text citation and a works cited page at the end.
- Double-spaced with no extra spaces b/w paragraphs.

## Other points

- Although he believed ... , In **REALITY** it ...
- Define your terms. “New Left”, etc.
- Give 1-2 sentence(s) of background.
- Also, do not overuse “also”.
- Find another word for “says”.
- “Lead” as a noun = metal, “lead” (rhymes with “need”) as a verb = to guide, “Led” is the past tense of the VERB “lead”.
- “a lot” is where you build a house.

## Finally – A.T.F.Q.

- Many of you tried to ATQ, without ever mentioning the 5- Interpretations when that **WAS** the question!!!!!!!!!!!!