



Revising and Editing Texts

Important:



At the end of this presentation there is a link to a Microsoft Forms quiz. It is recommended that you score an 80% or higher.

Please take your time reviewing and studying this material before you proceed with the quiz.

Revising and editing texts

- Revising is the last step of the writing process.



Revising and editing texts

- The revising and editing process consists of two phases.
 - **Evaluation:** Read and reread the text to identify mistakes and verify that the message was expressed with clarity and preciseness
 - **Correction:** Implement the necessary alterations according to the errors identified in the first phase.



Techniques for revising and editing

Time management

- If you need to write something with a deadline, do not leave it for the last moment.
- While planning your agenda, leave some time for revision.
- Many errors are avoided by simply rereading the text.



Do not rush

- When working for a long time with the exact text, our perspective may get contaminated.
- We get so familiarized with the text that we may miss even the most obvious errors.
- It is preferable to revise one day after writing the text.
- By taking time off from the text, we can reread it later more objectively.

Read as if you were not the writer

- Imagine that you are a reader that knows nothing about the topic.
- Do you understand the work?
- Are the ideas clear, or do any sentences seem ambiguous?
- Do you agree with the text?



Print the text and vocalize

- On paper, one may identify errors that go unnoticed through the computer screen.
- You can use a red pen or another striking color to mark the errors.
- Read the text aloud.
- How does it sound? What could you improve?
- If we listen to our writing out loud, we can identify faults that we may not identify otherwise.

Ask someone to read your text

- Ask a coworker, friend, or family member to read your text and identify errors.
- Ask their opinion in terms of the organization and content of the text.
- Did they have a problem understanding the text?
- Is the objective of the writing fulfilled?
- Listen to their comments, but keep in mind that you do not need to implement all of them.

Common errors

- You know your writing and your difficulties better than anyone.
- While revising your texts, pay close attention to the areas where you know you have problems.
- For example, punctuation, coherence, conjugation, etc.

Look for sources

- Verify that you use the correct terms and search for synonyms in electronic dictionaries.
- Check and correct the grammaticality of your sentences using grammar rules.
- Some useful sources:
 - <https://onelook.com/thesaurus/>
 - <https://www.reverso.net/spell-checker/english-spelling-grammar/>

Use technology

- Run your writing through a spell checker like the one in Microsoft Word. There are also online pages with free orthographic correctors.
- Use word counters to identify words you use too often and replace them with synonyms that fit with the context and register.
 - <http://www.morethanbooks.eu/cuenta-palabras/>
- Remember that these tools help you identify areas to improve more quickly; the final correction is up to you.



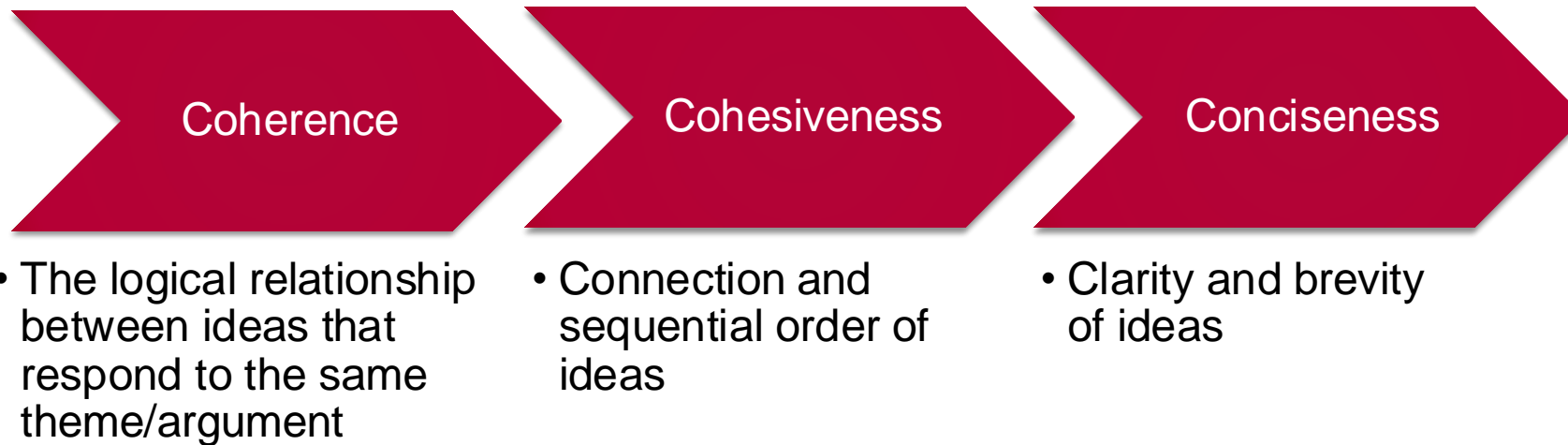
What should I pay attention to?

What should I pay attention to?

- It is advisable to begin revising the text by looking at the bigger picture. That is, starting with the text as a whole, and then focusing on smaller text units such as the paragraph, sentence, and word.
- Is the intent of the text distinguishable? Is the argument defined and defended?
- Does the register, style, and vocabulary captivate your audience?
- Does the text correspond to the genre's characteristics? (academic review, essay, monograph...?)

What should I pay attention to?

- Are the ideas of the text perfectly understood? If not, rearrange them and the paragraphs to follow a logical order.
- Is the text cohesive, coherent, and concise?



The three C's: Coherence, cohesiveness, and conciseness

- Make sure that the sentences of a paragraph relate to each other.
- Avoid very long and complex sentences: always opt for brevity and simplicity
- Avoid contradictions
- Avoid redundancies: unnecessary words that allude to ideas already expressed or understood.
- Avoid circumlocutions: expressing in a roundabout way something that can be expressed with brevity.

Example:

“After returning home from listening to my last class of the day, I sat in the living room and threw my notebooks around. I will always wonder why I painted the wall like that.”

- The sentences are not related to each other, and the paragraph’s topic cannot be identified. It is then necessary to rewrite the paragraph keeping its purpose in mind. Words can be added or removed so that there is cohesion and coherence and the reading is more fluid.

Correction

“Coming home after listening to my last class of the day, I sat on the sofa in the living room and threw my notebooks around. Suddenly, looking at the wall, I wondered why i painted it that color.”

What should I pay attention to?

- Do you repeat the same word multiple times? Use synonyms.
- Do you use many filler words or phrases? Delete them.
- Identify and correct grammatical errors such as lack of agreement and extra items that do not have grammatical functions.
- Identify and correct orthographic and punctuation errors.

Example

“Math is my least favorite class. It is difficult because it combines numbers and letters. The theory is also difficult, and I do not understand it. Algebra es the most difficult for me.”

- This small paragraph contains misspellings and repetitions of words. You could also restructure the sentences a bit to improve the wording.

Correction

“Math is my least favorite class. It is difficult because it combines numbers and letters, and the theory is also challenging. Algebra is the hardest for me.”

The perfect text does not exist

- Perfection is not important, only producing the best text possible.
- When we say “the best text possible”, we mean:
 - a text whose content meets the objective;
 - a text that is coherent, cohesive, and concise;
 - a text that is free of grammatical and spelling errors.
- Your writing can always improve; take time to review, reassess and correct, using what you have learned in this module.

References and works cited

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After completing the module, click on the following link to take the quiz and send the report to your professor:

<https://forms.office.com/r/DU1NwTmv02>

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