

# CONTENTS

<b>INTRODUCTION</b> .....	<b>4</b>
<b>EDITING ISSUES</b>	
Capitalisation Errors .....	8
Choppy Writing .....	10
Clichés .....	12
Comma Splices .....	14
Contraction Errors .....	16
Dangling Participles .....	18
Disorganised Writing .....	20
Fact Errors .....	24
Homonym Mix-Ups .....	28
Inconsistencies .....	30
Mismatched Words .....	32
Misplaced Words .....	34
Paragraph Problems .....	36
Passive Voice .....	40
Possessive Errors .....	42
Prefix Problems .....	44
Pronoun Puzzlers .....	46
Punctuation Pitfalls .....	48
Punctuation Theatre .....	50
Redundancies .....	52
Run-On Sentences .....	54
Sentence Fragments .....	56
Slow Starts .....	58
Tense Troubles .....	60
Trite Titles .....	62
Un-Parallel Lists .....	64
Weak Words .....	66
Word Repetitions .....	68
Wordiness .....	72
Wrong Words .....	76
<b>RESOURCES</b>	
Editing Guide .....	78
Editing Notes .....	84
Homonym Riddles .....	86
Pronoun Antecedents .....	87
Spelling Demons .....	88
Spelling Tricks .....	90
Words to Watch .....	91
Bibliography .....	94

---

# INTRODUCTION

Editing (some people prefer the term 'revising') is the key to good writing. Many authors say that rewriting is their favourite part of writing. Unfortunately, students aren't born knowing how to polish stories, reports, letters and other assignments. Fortunately, they can master this vital skill via quick blackboard practices.

## **Prescription for Editing Success**

Just as a medical doctor pays attention to a variety of phenomena – blood pressure, reflexes, temperature and so on – an editor must examine a piece of writing from many perspectives. These include:

- word choice
- facts
- logic
- organisation
- spelling
- punctuation

Asking students to master these editing issues all at once can be overwhelming. A better strategy is to introduce them one at a time using short, error-filled practice sentences, which students deal with on a daily basis.

## **The Daily Edit**

*Ten-Minute Editing Skill Builders* contains hundreds of editing examples representing common writing problems. You'll find a short, annotated lesson that suggests how to introduce each topic. You can then use the following four-step routine for reinforcing the skill with additional practices:

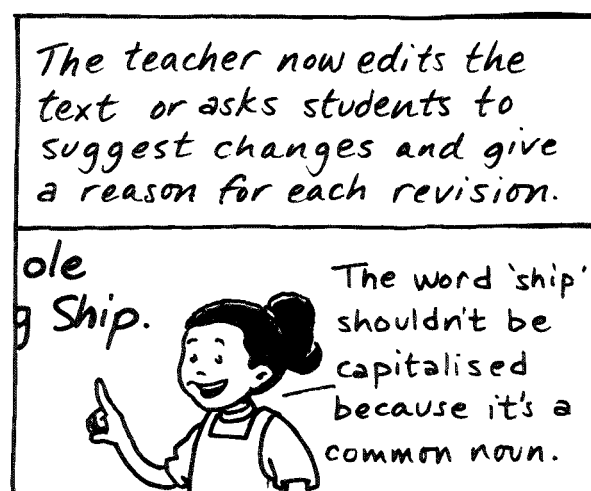
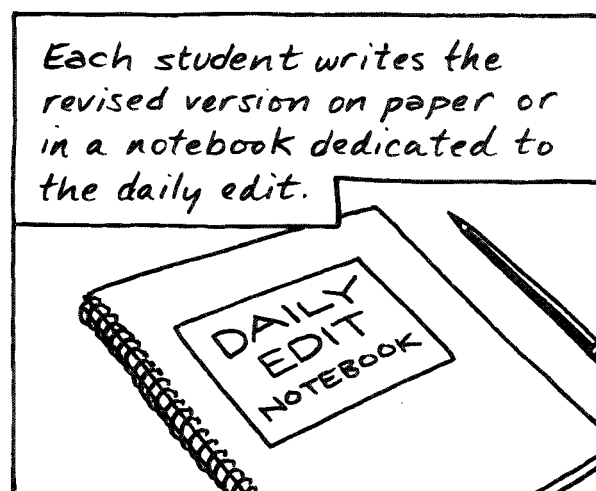
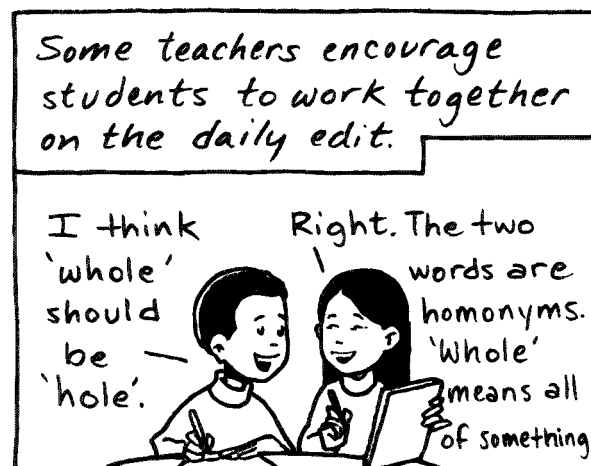
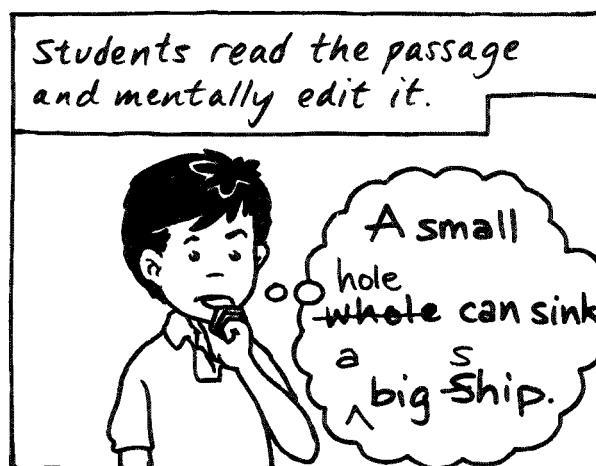
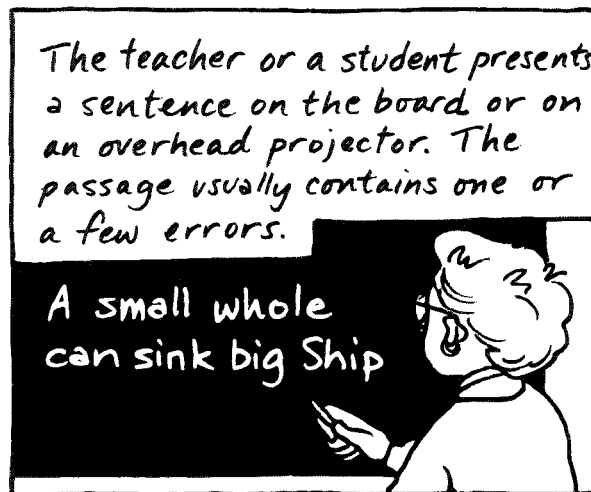
Step 1. On the board or on an overhead projector, write an example for students to edit.

Step 2. Give students a few minutes to read the example and then write an edited version in their notebooks. (There's no need for students to copy the error-filled example.)

Step 3. If time permits, have students go over their edited versions with a partner.

Step 4. Edit the example on the board to make sure that students understand the problem and the revision. If necessary, students should correct what they wrote in their notebooks.

# Introduction



# CAPITALISATION ERRORS

To prepare students for this exercise, you might first go over the rules in the Editing Guide on page 78.

## DIRECTIONS:

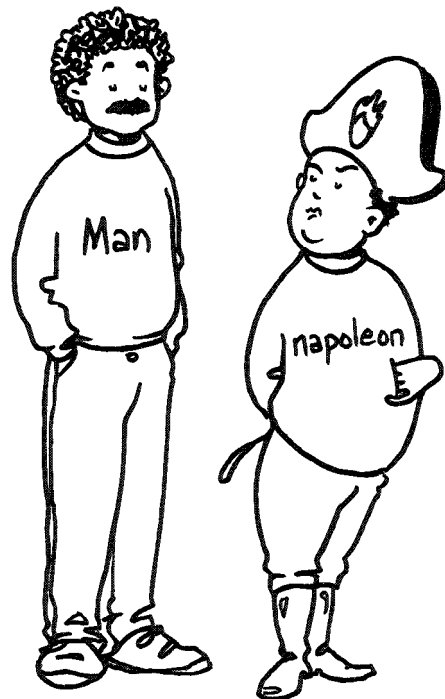
1. On the board, write a sentence that contains several capitalisation errors:  
**last Summer, we visited new zealand.**
2. Ask students to edit the sentence.
3. Have students assist you as you edit the sentence:  
**Last summer, we visited New Zealand.**
4. Discuss the reasons for each change:
  - Capitalise the first word in a sentence.
  - Do not capitalise the names of the four seasons.
  - Capitalise the names of countries because these are proper nouns.
5. Use the examples on the next page for more practice.

## EXTENSION:

Send students on a dictionary hunt, looking for capitalised words or expressions. They should give a reason for each capitalised word that they find, for example:

Fijian: capitalise the names of nationalities.

Chile: capitalise the names of countries.



# Editing Examples: Capitalisation

---

## First Draft

1. more people speak chinese than any other language.
2. my favourite brand of cereal are crunchy pops.
3. in july 1969, neil armstrong became the 1st person to walk on the moon.
4. last Winter, we visited ayers rock our Hotel was in alice springs.
5. my youngest brothers favourite book is *where the wild things are*
6. The largest state in australia is western Australia.
7. Sumatra, java, kalimantan, irian jaya and sulawesi are the largest Islands in indonesia.
8. during the flood, the red cross gave supplies to many Families.
9. pablo picasso was a very famous Artist; He was Born in spain, but lived most of his life in france.

## Edited Draft

1. More people speak Chinese than any other language.
2. My favourite brand of cereal is Crunchy Pops.
3. In July 1969, Neil Armstrong became the first person to walk on the moon.
4. Last winter, we visited Ayers Rock. Our hotel was in Alice Springs.
5. My youngest brother's favourite book is *Where the Wild Things Are*
6. The largest state in Australia is Western Australia.
7. Sumatra, Java, Kalimantan, Irian Jaya and Sulawesi are the largest islands in Indonesia.
8. During the flood, the Red Cross gave supplies to many families.
9. Pablo Picasso was a very famous artist; he was born in Spain, but lived most of his life in France.

# EDITING GUIDE

**Apostrophe:** ' A punctuation mark used in spelling.

1. Use an apostrophe to mark where letters are deleted to form a contraction:  
do not = don't
2. Use an apostrophe to form possessive nouns:  
The dog's collar is missing.

**Bracket:** [] A punctuation mark used to enclose words added to a passage by another writer. In the following example, the bracketed words translate the opening words of Abraham Lincoln's Gettysburg Address:

'Four score and seven years ago' [87 years ago]...

**Capital letter:** A letter in the form of A, B, C, D rather than a, b, c, d.

1. Capitalise the first word of a sentence:  
My name is Sarah.
2. Capitalise proper nouns, the names of particular people, places, and things:  
I'm going to Sydney to see a performance at the Sydney Opera House.
3. Capitalise the first word in a title and every other important word:  
'The Family that Owned a Million Puppies'

**Cliché:** An overused word or phrase.

**Colon:** : A punctuation mark used to set apart words or phrases.

1. Use a colon before a list:  
I like three fruits: apples, bananas and cherries.
2. Use a colon to introduce an explanation of or addition to the first half of a sentence:  
I have one piece of advice for you: tell the truth!

