

## Writing Center Workshop Editing Process

1. Turn to the last page of your essay.
2. Cover up everything on the page except the very last sentence using blank pieces of paper.
3. Read that sentence aloud to yourself.
4. Think about the sentence. Does it seem like it needs to be edited (changes made to grammar, spelling, word choice, sentence structure)?
  - Not sure how how to find or correct errors? Try these techniques:

**Know your common errors:** look back on previous essays or consider feedback received in previous classes. What types of errors have you or others noticed in your previous writing? Look for one type of error at a time. Have your writing handbook or online resource open to the section on the type of error you're looking for.

**Focus on clarity:** ask yourself "if someone other than me read this, would he or she easily know what I was saying?" and "How could I make this sentence clearer?" Reword or adjust the sentence as necessary to make it as clear as possible.

**Use an editing checklist:** This list of common errors from the Purdue University Online Writing Lab (commonly called the Purdue OWL) is a good place to start:  
<https://owl.english.purdue.edu/owl/resource/561/02/>.

5. Make whatever changes seem appropriate to that sentence.
6. Move your blank pages up so you can only see the second-to-last sentence of the essay. Go back to step three and repeat. Continue this process until you reach the first sentence of the essay.

### Tips for success:

- Focus on looking for one type of error at a time. Plan to reread the essay a few times while you're editing. You'll find more errors this way than if you try to find all of your errors at once.
- Think of editing like a treasure hunt: you know the errors are there. It's your job to seek them out and find them. Each one you find and fix will make your essay better!
- Take breaks. Maybe take 5-10 minutes between each paragraph to step away from the essay, stretch, get some water, and clear your mind. Another option is to edit half of the essay one day and the other half on another day. Don't overwhelm your brain.
- Get help. Grammar and citing sources are both very technical, and sometimes consulting someone with more writing experience can be helpful. See if your professor has office hours to help you with editing, or make an appointment to work on editing with a Writing Center tutor by calling (714) 992-7153. For more information on the Writing Center at Fullerton College, check out <http://writingcenter.fullcoll.edu/>.
- Use a textbook or online resource to check and make sure your corrections are actually correct. The Purdue OWL is a great, free, online resource for this: <https://owl.english.purdue.edu/owl/>. Always have a book or this website open and next to you on your desk while you edit, and check it often to see if you're on the right track with your edits.