



DIGITAL COMMUNITY OF AUTHORS
&
STUDENT PUBLISHING COMPANY

Step 5: Editing

Meet with your teacher to review spelling, punctuation and grammar

Congratulations on completing your third draft! You have now refined your ideas and you are ready to look at your writing mechanics. Think of a mechanic in a repair garage, working on the nuts and bolts of a car, making sure everything about the car runs smoothly. This is the kind of mechanics you will be checking in your writing. Your nuts and bolts will be spelling, punctuation and grammar.

To edit your writing, you will meet with your teacher so that he or she can receive your third draft. While your teacher may have some suggestions about the ideas in your writing, the real focus will be on mechanics. Your teacher will help you to identify mechanical issues in your third draft so that you can make repairs and have your writing fine-tuned and running smoothly for publishing.

In meeting with your teacher, look for

- Spelling errors, especially of proper nouns and bigger words
- Punctuation, including periods, commas, colons, semicolons, question marks, exclamation points, quotation marks and parentheses
- Incomplete sentences that need to be further developed
- Paragraphs should have a topic sentence and four or more sentences with supporting details
- Proper use of singular, plural and possessive nouns
- Agreement between your noun and your verb
- Any other mechanics your teacher asks you to consider

Once you finish reviewing your third draft with your teacher, you should make corrections to your third draft in much the same way a garage mechanics makes repairs to a car.

To edit your third draft, open it from your writing folder and go to FILE and SAVE AS to re-save it as "draft4." Once you have re-saved it you can begin making the changes you discussed with your teacher. Remember to save your fourth draft when you are finished!

- Mallory