Three Editing Tips

Today we’re going to use the computer in some novel ways to help you edit. To get things rolling, open your piece in MS Word.

Step One: Edit for Flow
Use this list, located at http://owl.english.purdue.edu/handouts/general/gl_transition.html, to see what linking words, if any you have. Enter in a couple of common words, like “again” and “because”, into the window that opens when you hit the Ctrl key + f.

Step Two: Edit for FANBOYS
Hit Ctrl key + f, and then you want to pump in but and then so. If you have a complete sentence on either side of the “but” or “and”, then you need a comma before it. Use the tag question test, that Chris will demonstrate, to make sure that you’re looking at two complete sentences.

Step Three: Edit for Comma Splices and Run-ons
Hit Ctrl key + f, and then enter a comma in the window. Go through your piece, and if you end up with two complete sentences separated by a comma, then you need to make that comma into a semi colon, or add a FANBOYS after the comma. Use the tag question test, that Chris will demonstrate, to make sure that you’re looking at two complete sentences.

If you get done early, simply read your piece through, preferably aloud, making sure to make changes as necessary. When we run out of time, print up or email Chris a copy. Chris’ email is cdean@writing.ucsb.edu.