

Editing

Once you have revised your writing, elaborated, cut, added important details for support, changed the arrangement, you will want to achieve a final polish.

Consider These Suggestions:

1. Read your work, sentence by sentence, from back to front.
2. Have a friend read your work out loud just as you have written it.
3. Print your work triple-spaced or in a large font so you can catch any errors.
4. Use spell and grammar checks on your computer.

Common Usage Errors

Affect/Effect	Affect is usually a verb meaning “to influence.” Effect is a noun meaning “result.”
Could of	Could of is nonstandard for could have .
Its/it’s	Its is the possessive pronoun. It’s is a contraction for it is .
Quote/Quotation	Quote is a verb; quotation is a noun.
Than/then	Than is a conjunction used for comparison; then is an adverb denoting time.
There/their/they’re	There is an adverb specifying place; their indicates possessive; they’re is a contraction for they are .
Who/that	Use who to refer to persons, that to refer to things.
Would of	Would of is nonstandard for would have .
Your/you’re	Your is a possessive pronoun; you’re is a contraction for you are .