

## What's the Difference between Revision, Editing & Proofreading?

(And why it matters)

**Revision=re-seeing.** Think of revision as seeing your essay in a different way. That's why it is sometimes useful to "walk away from it" for a while, or "get a different set of eyes" or different opinion on it from someone else. When you revise, you are looking at "global issues" (vs "local") or Higher Order Concerns (HOC). HOCs are: purpose, thesis, organization and development.

Questions to ask yourself:

Do I have a clear controlling purpose and/or thesis?

Is it organized in a way that makes sense for my readers?

Do I support all claims and develop each idea?

What am I missing? What can I take out or move around?

**Editing**=Check sentence level concerns such as grammar and word choice.

Questions to ask yourself:

Are sentences readable?

Is my point coming across in a clear, concise manner?

**Proofreading**=Check spelling, punctuation, and other mechanics.

Questions to ask yourself:

Is this easy to read?

Is it following writing conventions and/or style guidelines?

While writing is recursive, experienced writers revise before editing and proofreading to not waste time or energy on something that might be cut, rearranged or reimagined. Novice writers can sometimes believe editing and proofreading are revision thus missing out on really improving an essay. Sometimes doing a lot of prewriting can reduce the revision needed, but as the saying goes "most of writing is revision."