

The Difference Between Revising and Editing

Revision

- Revision is the process of making changes in the *content* of the composition.
- Revision of content should be the initial focus of making changes to the composition—not grammar. (It doesn't make sense to correct grammar in parts of the essay that will be changed or omitted.)
- Revision is a recursive process; that is, it can and should be done numerous times to make sure that the writer has said all that needs to be said in a way that is organized and easy to understand.

Editing or Proofreading

- Editing (or proofreading) is the process of making grammatical, punctuation, and spelling changes in the composition.
- Editing should be completed after the content has been sufficiently revised.
- Depending on what is reasonable for the age and ability of the writer, it may not be reasonable to correct all grammatical errors.

Proofreading Circle



A proofreading circle is one way to help students take responsibility for finding and fixing their own mistakes. In a proofreading circle, one student is responsible for identifying errors in capitalization and punctuation, another student is responsible for spotting spelling errors and making suggestions, and another student is responsible for locating grammatical errors (that have been specifically targeted for correction by the teacher). Each student is responsible for one task only and the three papers circulate among the group until all have been reasonably corrected. If the teacher wishes to do so, the students can be split up after one round of corrections, assigned to different groups and given different tasks. Doing this will ensure that each paper gets more than one proofreading review.