

Lesson 18: Learn How to Edit a Draft

Purpose of Lesson 18: You will learn how to edit a draft.

Skills: Reading comprehension, vocabulary, and writing.

Words to Learn:

comparison - when two things are similar:

I can see the comparison between the sisters; they have similar personalities.

publication - means your essay is ready to be presented to your teacher/audience:

My essay is done and ready for publication.

spell check - a feature on the computer that enables you to find and correct spelling errors:

My essay should not have any spelling mistakes if I use spell check.

vivid language - strong, colorful, meaningful words:

The apple is "good" or the apple is "delicious"? "The apple is delicious" uses more vivid language to describe the apple.

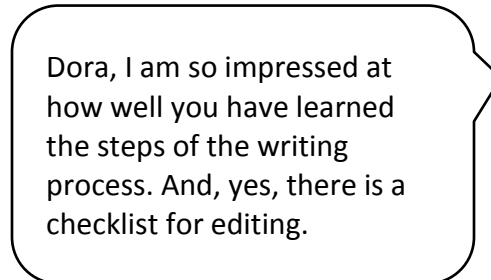
Directions: Read the conversations and do the exercises that follow.

1



I know the last step of the writing process is to edit. Does that also have a checklist to direct us?

2



Dora, I am so impressed at how well you have learned the steps of the writing process. And, yes, there is a checklist for editing.

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3



Bring it on!

4

First, we have to go back to where you wrote your revised draft. Now we are going to edit those paragraphs. Remember, you have already made major corrections when you revised. You are going to make more corrections when you use the edit checklist.



5



For some reason, revising and editing reminds me of “filters.” I put my draft through two filters: each one finding and eliminating errors--and each time my draft gets better.

6

That’s a very nice comparison. When you complete the editing, your draft is done and ready for publication.



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Editing Checklist

1. Sentences:

Yes No (Revise for each number that you mark no)

- ☐ ☐ a. Are they complete?
- ☐ ☐ b. Are they interesting? Do they have vivid language?
- ☐ ☐ c. Are they the right size (not too long, not too short/choppy)?
- ☐ ☐ d. Is the first sentence of the first paragraph indented?
- ☐ ☐ e. Is there overuse of the same word?

2. Parts of Speech:

- ☐ ☐ a. Is there proper use of nouns and pronouns?
- ☐ ☐ b. Are verbs in the correct tense?
- ☐ ☐ c. Is there noun-verb agreement?
- ☐ ☐ d. Is there proper use of adjectives and adverbs?

3. Punctuation:

- ☐ ☐ a. Are commas used correctly?
- ☐ ☐ b. Is there proper punctuation at the end of each sentence?

4. Capitalization:

- ☐ ☐ a. Are all proper nouns capitalized?
- ☐ ☐ b. Is the first word of every sentence capitalized?

5. Spelling:

- ☐ ☐ a. Are all words spelled correctly?

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I like it. I'll do the same thing I did with the revision checklist; I will check every sentence for each kind of error. I'll be using a computer, so spell check will be a big help.

8

Good.



Review the editing checklist and identify the type of error. **The first paragraph has been done for you.**

Example: Revised Draft Paragraph 1

1d

5a

3a

3a

3a

Last February, on a cold day I found a dog. It was an older female dog. She was cold

3a

5a

scared dirty and looked sad. I knew she was hungry because her bones were sticking

1b

out. She was very cute and very friendly. I felt bad for her because she kept following

1c

me. I saw a wound on her neck and wondered where she had been and how long she

3b

had been lost or if she was lost at all. Maybe she had an abusive owner and away ?

In spite of it all, I liked her.

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Edited Paragraph 1

Last February, on a cold day, I found a dog. It was an older, female dog. She was cold, scared, dirty and looked sad. I knew she was hungry because her bones were sticking out. She was very cute and very friendly. I felt bad for her. She kept following me as if she were trying to tell me something. I saw a wound on her neck and wondered where she had been and how long she had been lost. Maybe she had an abusive owner and ran away. In spite of it all, I liked her.

Continued after Quiz 3

9



I have to admit that I like writing. I added some extra sentences and details to my story when I was revising and editing. I just felt that they made my story better. They are not a part of the original draft. Is that OK?

10

Writing is a creative process. That means that you can *always* refine what you write. I am delighted that you acted on ideas to make your essay better. Always revise and edit.



11

Here is your revised and edited essay and it looks great. It is a job well done. You've come a long way, Dora! I am so proud of your work and I hope you are, too.



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Last February, on a cold day, I found a dog. It was an older, female dog. She was cold, scared, dirty, and looked sad. I knew she was hungry because her bones were sticking out. She was very cute and very friendly. I felt bad for her. She kept following me as if she were trying to tell me something. I saw a wound on her neck and wondered where she had been and how long she had been lost. Maybe she had an abusive owner and ran away. In spite of it all, I liked her.

She was so pitiful I decided to help her. The nameless dog became “Lucy”! I took my new friend home and fed her. She ate very fast and did not stop! I decided I had better take Lucy to the vet for a check-up. While she was there they gave her shots and a bath. She looked and smelled much better after that. I made some phone calls to the animal shelters to see if I could find her owners, but no luck. I was surprised by my reaction. I was glad that I hadn’t found the owners! I decided I would help my new friend find a nice home, perhaps my home!

Taking care of a dog is a big job. I will have to walk Lucy several times a day. I don’t know if I like walking in all kinds of weather or in freezing temperatures. She will be expensive, too. Dogs need food, shots and visits to the vet when they are sick. What will I do with her when my family goes away on vacation? Am I making the right decision? Mom and Dad said that if I keep Lucy, she will be my responsibility. That can be overwhelming!

I am happy that I found Lucy and that I kept her. It made me feel good that she was safe and happy. This little dog is a barrel of fun and very friendly! Everyone likes Lucy and wants to play with her. There are times when I can’t take care of my dog, but I’m lucky because Omar helps. How does Lucy feel? When she wags her tail, I know she is saying “Thank you.” I hug her and say, “You’re welcome!”