

LECTURE 10: The Revision Process – Global Editing vs. Proofreading

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1. The Multi-Tiered Revision Framework

Writing an excellent essay is an iterative process; a first draft is rarely ready for submission. High-quality revision requires a multi-tiered approach that separates global editing from final proofreading. Global editing focuses on macro-level elements like the strength of the argument, the overall structure, paragraph flow, and the clarity of the thesis. Proofreading is the final stage, addressing micro-level issues like punctuation, spelling, typos, and formatting details.

2. Macro-Level Revision Strategies

During macro-level revision, writers evaluate the entire architecture of the essay. Key questions to ask include: Does every body paragraph directly support the central thesis statement? Are the transitions between paragraphs logical and smooth? Is there enough empirical evidence to back up each claim, or do some points rely on unsupported assumptions? This stage often involves moving paragraphs around, expanding key sections, or cutting out redundant material.

3. Micro-Level Proofreading Protocols

Once the structural layout of the essay is solid, the writer can move on to fine-tuning the text. This involves checking for grammatical consistency, verifying correct verb tenses, ensuring subject-verb agreement, and cleaning up punctuation. Helpful techniques include reading the essay aloud to catch awkward phrasing, or reading the text backward sentence by sentence to focus entirely on grammar and spelling errors rather than the overall meaning.

4. Peer Review Matrix Workshop

Students will swap essay drafts and complete a structured peer review checklist. They will assess their classmate's work based on thesis clarity, paragraph transitions, and evidence integration, providing constructive feedback for improvement.

5. Tutorial Assignment

Submit a comprehensive editing portfolio. This must include an original rough draft of an essay, a detailed self-correction log highlighting structural changes, and a fully polished, proofread final version of the paper.