

The Art of Self Editing

Here is a list of what is asked of you before making an appointment during office hours for essay writing feedback.

1. Read your draft aloud to yourself or to another household member, friend, peer, etc., as doing this helps you to learn how to self-edit and catch any misused wording and/or other small mistakes pretty easily.
2. Do not wait until it is too late! The earlier you can set up an appointment or send drafts the more time you will have to edit!
3. You need to send a copy of the assignment prompt or assignment rubric and your draft before the meeting if you want it returned with feedback before the appointment as Zoom appointments are made in 30 min blocks.
4. Please state or mention the areas that are most important to you for us to be focusing on. This way we are working on things that you want or need to learn and not wasting time with the things you may not need help with.

Other Self-Editing Tips!

1. After reading aloud ask yourself if you have met all the criteria for the assignment.
2. Check for common word misspellings or usage errors (i.e. their, there, they're, it, it's, it, whether, weather... etc.)
3. Check for evidence of the following in your essay
 1. Introduction Paragraph-
 1. Is the writing prompt or assignment answered or responded to in a way that is clear and understandable?
 2. Did I incorporate important points, ideas, or explanation of the subject or the text that was listed in my thesis statement?
 3. Do I have a hook or engaging introduction sentence?
 2. Body paragraph(s)-
 1. Do I have a clear and engaging topic sentence?
 2. Does this information align well with my thesis statement?
 3. Do I cite my resources correctly?

4. Do you explain the significance of your chosen quotes?
5. Is there a transition or paragraph conclusion sentence at the end of my paragraph? (if needed)

Conclusion Paragraph-

1. Do I restate my thesis in different words?
2. Do I briefly re-explain the important information found in my body paragraphs in different words?
3. Do I leave the reader thinking about what I just wrote, or with a statement as to why the information given is important, or my own understanding or statement about the subject that I have written about? (Any I statement, or personal thoughts or suggestions are based on professor preference and acceptance, to be totally sure of how to end your paper please contact your professor).

Work Cited Page-

1. Are all the resources that I used included in my work cited page?
2. Is my work cited page completed in the correct format?
3. I have the correct running headers and footers for my essay?
4. Have a family member, friend, peer, or colleague, etc. read it and give feedback of any confusing or conflicting information.
5. Do not be discouraged if your thesis statement evolves with your paper, multiple drafts of a thesis statement are normal when writing a paper and so is the evolution and altering of your thesis statement and body paragraphs, so long as it still answers your writing prompt.

Self-Check Up Check Off List!

Mark as done once you have completed the self-editing technique:

Item to be Marked Off or Self-Edited	Notes; if any were given or needed	Completed? Circle Y for Yes, N for No.
1. I began the assignment as soon as I possibly could trying to avoid procrastination and any writer's anxiety.		Y N
2. I have read my draft aloud to myself or to another household member or friend.		Y N

3. I have double checked my writing for any common misspellings or wrong word usage.		Y	N
4. I have answered or responded to the writing prompt in a way that is clear and understandable?		Y	N
5. I believe that I have a hook or engaging introduction sentence.		Y	N
6. Do I have a clear thesis statement that incorporates my ideas and the writing prompt?		Y	N
7. My body paragraphs include an introduction, quote, commentary and concluding or transitional sentence.		Y	N
8. My conclusion paragraph includes my thesis statement restated, the important information in my body paragraphs, and a concluding statement.		Y	N
9. I have added my work cited page or references to my essay.		Y	N
10. I have stated state or mention the areas that are most important to me when making an appoint to see you for feedback in the space provided here.		Y	N