



Douglas College

Douglas College Learning Centre

STEPS FOR SELF-EDITING

At first, you will find the self-editing process is quite time-consuming, but with practice you'll find that you can do it more quickly. You'll find you make fewer errors over time due to the practice this strategy provides.

1. Ask yourself, "What mistakes do I make most often?" If you are not sure, take a look at papers your teacher has marked or consult your Learning Centre learning plan, your tutor or your teacher. A more systematic approach is to create an error log. Your tutor can show you how to create an error log.
2. At the top of your paper, list your 3 most common types of errors.
3. Read through your paper, looking only for the first, most common error.
 - a) Circle suspected errors of that type.
 - b) Consider each suspected error using rules and proofreading strategies you know.
 - c) For help with decision-making steps to correct grammar errors, consult your tutor, a dictionary or a grammar book. A good source is a book called *Exploring through Writing* by Ann Raimes, which you can find on the Learning Centre bookshelf. See Part II – Grammar Trouble-spots.
 - d) Highlight suspected errors that you remain unsure about to discuss with your tutor later.
4. Next, repeat Step 3 looking for the second type of error.
5. Repeat Step 3 again, looking for the third type of error.
6. If you have not already looked for verb problems, underline all the verbs in your paper.
7. Check your verbs for: Subject-Verb Agreement, Modals and Be-verbs (tense & voice). Highlight any you are still unsure about.
8. AFTER you have followed these steps, you may ask your tutor about the problems you have highlighted. Your tutor can also look over your paper to find problems you missed.