The Final Stages of the Writing Process: Revising, Editing and Proofreading

Ideally, writers should deal with each stage separately, allow time to elapse between each stage, and read work aloud.

1. Revising: The Big Picture

   a) For Content:
   - Is my title interesting and relevant?
   - Is my thesis clear?
   - Have I included enough detail and example?
   - Have I accomplished my purpose?
   - Have I included too much?

   b) For Style:
   - Is my diction suitable for my audience?
   - Do paragraphs need reorganizing?
   - Is the essay cohesive?
   - Can I be more concise?
   - Are sentences suitably varied in length and structure?

2. Copyediting: Reading the Revised Version

   What do I need to do to improve format, style, and accuracy?

3. Proofreading: The Final Details

   Is spelling correct?

   Is grammar correct?

   Is punctuation correct?

   Is sentence structure correct?

Peer Editing

Friends, family, fellow students, and the Writing Centre can assist. Where do you think this stage belongs?