

# Revising & Editing

## Process of Writing

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~~Rewriting~~

~~Revise, Revise~~

~~Second Draft~~

~~Final Drafts~~

~~About Revising~~

~~On Revising~~

On Revision

# What is the Revising?

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Revision is one of the most misunderstood stages of writing, yet it is the most intellectually important stage.

**re-** = again / anew      |      **vision** = to see

- ☞ So, revision literally means: “to re-see, re-imagine, and re-envision your writing.”
- It is not just correcting mistakes—it is rethinking the entire structure, meaning, and effectiveness of your writing.

# Continued. . .

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In academic writing theory, revision is part of a recursive process, meaning:

Writing is not linear (start → finish).

- It is cyclical: write → revise → rethink → rewrite → revise again

This means writers often return to earlier stages like:

- prewriting (ideas generation)
- drafting
- revising
- editing

☞ Good writing is not “made once”—it is built through multiple layers of thinking.

# REVISION VS EDITING

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This distinction is extremely important:

## Revision

- Big-picture changes
- Ideas, structure, argument
- Organization of paragraphs
- Clarity of meaning
- “Does this work?”

## Editing

- Surface-level corrections
- Grammar, punctuation, spelling
- Sentence-level accuracy
- Mechanical correctness
- “Is this correct?”

☞ In simple terms: Revision = rethinking your essay | Editing = polishing your essay

# Revising

VS.

# Editing

**Add** sentences & words where appropriate.

**Remove** words & sentences you don't need or that don't make sense.

**Move** words, sentences, paragraphs, or even scenes around as needed.

**Substitute**

boring, bland, and common words and sentences with vivid, descriptive words and sentences.



**Capitalization** of nouns, names, "I," etc.

**Usage** (proper) of nouns, verbs, adjectives, etc.

**Punctuation** is in all of the right places... but not in the wrong ones!

**Spelling** all of the words you're using correctly.

Editing comes after revision, never before.

# THE REVISION PROCESS: **ARRR** METHOD

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Revision is often guided by four core operations:

➡ A — ADDING

↻ R — REARRANGING

✕ R — REMOVING

↻ R — REPLACING

# ➡ □ A — ADDING

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**Ask: What is missing?**

You may:

- Expand ideas
  - Add explanations
  - Insert examples or evidence
  - Improve argument depth
  - Meet word count requirements meaningfully (not filler)
- Good writers revisit prewriting notes to recover:
- forgotten ideas
  - hidden arguments
  - unused evidence
  - ☞ Key idea:
  - If the reader is confused, something is missing.

# R — REARRANGING

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**Ask: Does the order make logical sense?**

You may:

- move paragraphs
- restructure arguments
- change sequence of ideas
- improve transitions

Even well-planned essays often fail at flow.

☞ Goal: Create logical progression of thought

- A strong essay should feel like:
- step-by-step reasoning
- not scattered ideas

# ✕ R — REMOVING

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**Ask: What is unnecessary?**

You may delete:

- repetitive ideas
- irrelevant examples
- weak arguments
- filler sentences

☞ Paradox of writing: Removing words often increases clarity.

- Less is more in academic writing.

# R — REPLACING

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**Ask: What can be improved or strengthened?**

You may:

- replace weak vocabulary
- improve examples
- rewrite unclear paragraphs
- add stronger evidence or quotations
- refine tone and precision

☞ This is where writing becomes:

- sharper
- more vivid
- more academic

# GLOBAL STRATEGIES FOR REVISION

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These strategies help you “see your writing differently.”

## □ **A. REVERSE OUTLINING**

This means: You outline your essay *AFTER* writing it.

Steps:

- 1. Read each paragraph
- 2. Write its main idea in one sentence
- 3. Check structure and logic

# Continued. . .

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☞ This reveals:

- structural weaknesses
- hidden repetition
- missing links in argument

You then ask:

- Does each paragraph have one clear focus?
- Do paragraphs follow logically?
- Does anything feel off-topic?

## □ B. READING ALOUD

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When you read your writing aloud:

You begin to:

- hear awkward sentences
- detect repetition  
feel unnatural flow
- identify confusion

☞ If a sentence is hard to speak, it is usually:

- grammatically weak
- structurally unclear

This method transforms writing into: an auditory experience of clarity

# PEER AND INSTRUCTOR FEEDBACK

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Writing is never created in isolation.

It exists to:

- communicate
- persuade
- inform
- connect

So feedback is essential.

- Sources of feedback:
  - peers
  - instructors
  - tutors
  - writing center
  - peer mentors

# SYMMETRIES OF EFFECTIVE COMMUNICATION

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Strong writing requires balance  
across:

□ 1. **Clarity**

- Ideas must be understandable.

∞ 2. **Coherence**

- Ideas must logically connect.

⚖ □ 3. **Cohesion**

- Sentences must flow smoothly using:
- transitions
- pronouns
- linking words

# Continued. . .

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## 4. **Conciseness**

- Avoid unnecessary words.

## 5. **Precision**

- Say exactly what you mean.

## 6. **Structure symmetry**

- introduction → body → conclusion
- logical progression of ideas

## 6. **Consistency**

Maintain:

- tone
- tense
- voice
- style

# EDITING: THE FINAL STAGE

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Once revision is complete, editing focuses on:

- Grammar correction:
- subject–verb agreement
- tense consistency
- sentence structure

## **Mechanics:**

- punctuation
- Spelling
- capitalization

## **Style refinement:**

- formal tone
- academic vocabulary
- sentence variation

☞ **Editing ensures:** The writing is technically correct and publication-ready.

# KEY PRINCIPLE OF REVISION

- Writing is not what you first produce.
- *Writing is what you refine through repeated thinking.*

Good writing is:

- not spontaneous perfection
- but iterative improvement

## Revising and Editing



# REVISION IN WRITING

## 8 IDEAS TO IMPROVE

NOW  
NOVEL

1

Put drafts aside a bit for fresh eyes



3

List draft issues to resolve



2

Look for crowded exposition/telling



8

Track changes to compare versions



Specify each revision's focus



4

Make revision notes as you draft



5

Return to prewriting methods if useful



6

Tackle common issues, e.g. poor clarity/structure



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**Any  
Question?**