

DRAFTING & PROOFREADING

HAND IN A DRAFT WHICH IS YOUR BEST ATTEMPT TO MEET ALL EXPECTATIONS OF THE TASK

IF YOU HAND IN UNFINISHED WORK, FEEDBACK WILL TELL YOU WHAT YOU ALREADY KNOW

READ ALOUD > REWRITE > PEER CONFERENCE > REWRITE > FAMILY CONFERENCE > REPEAT

YOU ARE CHECKING IN TWO AREAS: 1) CONTENT AND TASK 2) GRAMMAR AND EXPRESSION

A DRAFT IS NOT YOUR FIRST ATTEMPT. IT'S THE PRODUCT OF SEVERAL ATTEMPTS TO IMPROVE

CORRECT

Clarity and accuracy are more important than sophistication.

INCORRECT

Do not: start on the night before deadline. **Do not:** expect teacher / tutor to edit.

ADVANCED

For kicks, I made list of the decisions and corrections I made whilst editing **one** paragraph over **five** drafts. I have been writing professionally for nearly 20 years. I still need to draft, draft and re-draft.

- Last sentence doesn't fit – there's too much of a jump between past and present
- Need to raise subject of poetry earlier – move this to the second sentence
- 'Suffering' / 'making amends' Needs a better word - more forceful
- TLS! Split sentences into clear simple ideas (adjust as needed) / take out unnecessary words
- 'Art, song, verbal' this list is clunky
- Transition between first and second sentence – lacks cohesion?
- Last sentence still too long
- R – 'culture' need to vary this word
- I love this group of sentences. I have invested time and thought– but is not going to make the final cut! BE BRUTAL!