

Editing Guide

1. Remember editing is as important as the drafting/writing bit. It is your chance to make your work brilliant.
2. Read the success criteria and the top tips for diary writing and get them in your head.
3. Go through your work **sentence by sentence** making sure:
 - It makes sense and is in proper sentences.
 - It has all the appropriate punctuation – capital letter, full-stops, commas, inverted commas etc etc . You have checked your spellings!
4. Then see if you can improve it:
 - Can you use a better opener?
 - Can you add a clause using a subordinating conjunction or a relative pronoun (who, which, that)? *e.g. French Charlie, who is a most arrogant fellow, has been causing trouble amongst the pioneers again.*
 - Can you use a MS, SM, SMS?
 - Can you shorten it for effect?
 - Can you improve the vocabulary?
 - Can you add detail to make it more engaging for your reader?
 - Have you inferred something about French Charlie's and the Colonel's characters? *e.g. He shot me an angry look, turned his horse and galloped off across the open prairie.*
5. If you have used speech, remember:
 - It should be properly punctuated using inverted commas.
 - You should drop a line when someone new starts to speak.
 - It should be realistic (use contractions and informal language).
 - In this piece of work try and use indirect speech. *e.g. He said that there was a difficult river to cross ahead.*
6. Then go through the success criteria and top-tips again and see if there is anything you have missed or could do better.
7. Check you structure:
 - Is it organised into sensible paragraphs?
 - Does it have an introductory bit and an ending?

