Answers

Polishing Writing:
Editing Symbols and Tips for Writing on the Computer

Name: _____ Date: _____

When editing print-based writing, we can use the editing process to polish our work. Look at the list of editing symbols in the first column. Write the kind of error that this symbol is used for and in the second column, then provide an example of this type of error in the third. The first row is done for you.

ro	Run-on sentence	I ran home and ate lunch and then took a nap after I had a meeting with three friends and their boss.
frag	Fragment	Answers will vary
¶	Please begin a new paragraph	Answers will vary
≡	Please use a capital letter	Answers will vary
sp	Spelling error	Answers will vary
⊙	Punctuation	Answers will vary
→	Please indent	Answers will vary
∧	You left out a word (s)	Answers will vary
⋀	Insert punctuation (, . ! ; : ?)	Answers will vary
inc	This is not a complete sentence	Answers will vary
~	Switch order	Answers will vary
⌐	Delete a word or words	Answers will vary
/	Make this a lower-case letter	Answers will vary

Some Tools and Strategies for Polishing Your Writing on the Computer

Read these approaches over and then circle the five that you feel are the most useful. **Answers will vary**

Insert Comment:
Allows writer to have others provide temporary suggestions, questions, or thoughts in the margins of their document.

Spelling and Grammar Check:
Identifies potential errors in spelling and grammar. Programs will put crooked lines under errors and provide alternatives. ``

Insert:
Allows the writer to insert tables, images, clip art and other visuals into the document.

Cut/Copy and Paste:
Allows a writer to easily move any amount of words, sentences, or paragraphs to play with different versions and modify the organization.

Toolbar:
Provides easy access to the most commonly used font and formatting features, like font style, size, color, etc.

Find and Replace:
Allows the writer to find any word or phrase in their document and fix all instances with one change.

Share Drive:
Sometimes, word processing software offers shared drive features like Google docs. This allows the writer to have their work saved automatically and the ability to share their work remotely with others in their network.

Word Count:
Provides the number of words and characters in the document or a specific part of the text.

Thesaurus:
Allows the writer to select just the right word by providing synonyms.