Editing the Final Draft

What should I have already checked in my previous drafts?

- Spelling
- Grammar
- Content & Facts
- Punctuation Errors

What am I correcting in the final draft?

- Paragraph Structure
- Logic
- Format & Typography
- **Appropriateness**

What is appropriateness?

You can use the pneumonic "TRIALS" to help you remember what to look out for.

Tone   –   the way you express yourself gives your text a mood

Register   –   the language you use must be appropriate to the situation

Intention   –   you must fulfil the purpose of the text

Audience   –   the text must appeal to the people it is designed for

Language   –   you must use appropriate and effective diction

Style   –   the style of the text must be appropriate to the purpose and situation of the tex

Adapted from: Lutrin, B. & Pincus, M. 2006. "The Editing Process". In: *English Handbook and Study Guide: A Comprehensive English Reference Book.* p. 74. Berlut: Birnam Park.

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