



## Author Academy eCourse Video 5 Exercise 1

Here are some ideas that you may like to include in the various stages of your revision process:

- Read from a hard copy in the beginning. Most professional writers find that errors or problems tend to be seen on paper more clearly than the computer screen.
- Read the rough draft straight through. Don't begin making corrections until you've read the entire book through to refresh your memory about the big issues that you want the book to address.
- Focus on the big picture at first. Forget about the commas and spelling during the first few runs through the draft. Right now, focus on whether your book addresses the questions and viewpoints you want your reader to come away with.
- Spell and grammar checking. These days we tend to write on our computers and use programs that have spell check and grammar check installed within them. It is very important that you use these programs, however, keep in mind that they are not 100% accurate; they will not pick up everything. An example of this could be "they will meat later" should of course read, "they will meet later". This is why it is important to go over your work more than once.
- Run-ons and fragments. Run-on sentences and sentence fragments are two of the most common errors for new writers. Please make sure that each clause is dependent and can stand-alone. Make sure that you don't combine two unrelated clauses into one sentence.
- Misspelling confusing words. It is so easy to read right past words that are spelled correctly, however, are actually the wrong words when you proofread. Make sure you look out for these, the most common problem words are: your/you're, they're/their, affect/effect, advise/advice, lie/lay, and sit/sat.





- Punctuation and capitalisation errors. These errors can also be easily missed when you don't proofread carefully. Please remember that every sentence begins with a capital letter and every sentence ends with a period or other end mark. Remember to check for comma errors and correct use of apostrophes.
- Make the prose flow. Are there areas of the book where your thoughts wander or you're confused? If you're experiencing that, your reader will also. Be sure your text flows seamlessly throughout the book.
- Does your book deliver what it promises? The purchaser and reader of your book had a reason for choosing it over the other offerings. Perhaps it was a blurb on the front or back cover that promised information about a subject or process that interested them. Be sure your book covers what you claim it will.
- Are your facts accurate? Check and recheck the facts that you present in the book to ensure their accuracy. Nothing can ruin your book for the reader than inaccuracy in the content.
- Does the book end properly? Your conclusion should tie everything in the book together and leave the reader happy that he or she bought and read what you had to say.
- Does it make sense? Finally, your book should make complete sense to the audience you're targeting. At this point, you may want to have another person who knows something of what you're writing about to look over the book and ask questions or comment.

