

PART VI

EDITING AND REVISING

- **Overview And Test Format**
- **Sample Test Items**
- **Teaching Strategies For Editing And Revising**

OVERVIEW AND TEST FORMAT

The CAPT editing and revising subtest focuses on the editing and revision of a letter or essay. Editing is the stage of writing during which students decide whether they have expressed themselves clearly by using the conventions of written English. While editing often is done after the piece has been revised, editing also occurs during drafting and revision. During editing, students select more vivid words, and correct mistakes in mechanics. Editing is a time to polish writing. Students often become so concerned about mechanics that they constantly search their work for mistakes. Students should be encouraged to save major editing until after they have drafted their ideas. The development of editing skills takes time, for they evolve from a student's overall writing experience. The more experience students have the better editors they will become. Revising and editing are ongoing in the process of composing. As writers progress through a text, they are constantly changing and improving the text. Time constraints in the CAPT setting allow students to produce a first draft that will look completely different from the finished product. The editing and revising assessment allows students to demonstrate their ability to apply their knowledge of not only of standard English, but also the skills related to revision.

The editing and revising test will be similar to the CAPT first generation editing test. Students will read passages with embedded errors and answer multiple-choice questions to indicate appropriate corrections. The types of skills that are assessed will generally fall into two categories: (1) editing and (2) composing and revising skills. Testing time is 25 minutes.

In summary, the editing and revising test will consist of:

- three short reading passages (e.g., reports, editorials, memos, personal essays) with embedded errors; and
- 18 multiple-choice questions that will be used to assess students' composing/revising and editing skills.

Areas assessed will be:

I. Composing/Revising

A. Content, Organization and Tone

1. topic sentence
2. supporting detail
3. extraneous material
4. chronological/logical order
5. tone
6. redundancy of ideas

B. Revision: Syntax

1. fragment
2. run-on
3. awkward construction
4. parallel structure
5. sentence combining

C. Revision: Word Choice

1. descriptive language
2. transition words
3. generality/specificity
4. misplaced modifier
5. faulty subordination/coordination

II. Editing

A. Capitalization

1. titles of people
2. proper nouns
3. proper adjectives
4. first word in dialogue
5. names of places, organizations, nationalities, buildings, historical events, works of art

B. Punctuation

1. comma
 - a. in a series
 - b. between two independent clauses joined by a conjunction
 - c. in a date

- d. after introductory elements
 - e. with appositive
 - f. with parenthetical/interrupting/nonessential expressions
- 2. quotation marks
 - a. with dialogue
 - b. punctuation with quotation marks
- 3. apostrophe
- 4. semicolon
- 5. colon
 - a. with a list
 - b. when the second clause explains the first

C. Usage

- 1. subject/verb agreement
 - a. singular and plural subject
 - b. intervening phrase/clause
 - c. independent clause
- 2. verb tense
- 3. pronoun reference/antecedent
- 4. pronoun case
- 5. indefinite pronoun
- 6. special problems in usage
- 7. adjective/adverb usage

D. Spelling