**POLI1008 Governance and Citizenship**

**Slide 1: Revising your essay, proofreading and editing**

The final process in the essay writing activity is to ensure that you have produced a high quality piece of writing that has addressed all the requirements of the task and is error free. This presentation discusses particular aspects such as revising your drafts, proofreading and editing your essay in order to achieve that.

**Slide 2: Copyright notice**

**Slide 3: Writing the first draft**

You should not aim to have the perfect essay in your first attempt. That is why it is a good idea to start early so that you have enough time to keep revising the drafts until you are happy with the final product. The first thing you should do is to begin writing the first draft. \*Sit down at your computer with your essay plan in front of you. \*Write straight from the plan as quickly as possible. \*At this stage, you should not attempt to have a perfect draft and just continue to write. \*If you cannot think of a word/phrase or get stuck in any way, do not spend time searching for the right word/spelling/tense. Just put an ellipsis in the space and move on. An ellipsis is three continuous dots that signify the omission of words. You can work on this later. \*Continue with this until you have a first draft of your essay. Once you have your first draft, it will be easier to improve on it.

**Slide 4: Organising the body paragraphs**

It is easier to write the body paragraphs of your essay if you concentrate on the issues that you have chosen to address. You could allocate two to three paragraphs (or more) for discussing each of the issues. \*Begin by having an index card taped in front of your computer with your paragraph questions.

\*Write each paragraph of your essay to answer questions such as: ‘What is this about? What exactly is that? What is your argument? What is the evidence? What does it mean? What is the opposing evidence? What does it mean? Therefore…? What is your final point?’\* Go with the flow. Remember the first draft should not be perfect.

**Slide 5: Review, revise and edit**

Once you are satisfied with your essay, you can now begin to review, revise and edit.\* It is a good idea to print your work before you begin this process. \*You should edit for structure, format, cohesion, logic, grammar errors, spelling mistakes, incorrect referencing conventions, typos, etc. \*It would be good to have the following questions in your mind while you are editing: ‘Have you answered the questions? Have you followed the guidelines? Do you have a clear and logical structure? Does the essay flow smoothly? Is your essay easy to read? Click on the link provided to refer to a resource on editing your assignment. \*Make sure that you are logged on to the [www.unisa.edu.au/L3](http://www.unisa.edu.au/L3) link or you may not be able to access the resource.

**Slide 6: The essay checklist**

Before you submit the essay, go through the checklist and address any of the aspects that were not demonstrated in the assignment. Identify if you have addressed the whole question? Have you addressed the specified graduate qualities? Is there an introduction that sets out the topic, key issues, aim of essay and the scope? Is the proposition or stand clearly specified in the introduction? Are the paragraphs in the best possible order? Does each paragraph have a topic sentence, explanation of key concepts, argument, evidence and final point? Have you demonstrated critical thinking in your paragraphs? Is there a conclusion re-stating the main arguments and key points? Is there a comprehensive reference list that adheres to the UniSA Harvard referencing conventions? Do your in-text citations follow the correct style? Have you proofread and edited your work? If you have undertaken all of the above, you can then submit your assignment.