

Editing

Introduction

Editing is a process through which a given paragraph is scanned for grammatical errors, and correction is made accordingly. These questions test a student's understanding and ability to use the language correctly.

GRAMMAR CONCEPTS REQUIRED

Before answering such questions, a student should be thorough with certain rules and concepts in grammar. Some of the important ones are indicated below:

1. A verb should agree with its subject in terms of number and person.
2. Tense consistency has to be maintained.
3. A pronoun must be consistent with its antecedent.
4. Conjunctions should be used correctly.
5. The rules for using articles have to be followed.
6. Prepositions should be used in a suitable manner.
7. Voice (active or passive) consistency must be maintained.
8. Determiners should be used appropriately.
9. The flow of sentences in terms of narration (direct/indirect speech) should be followed.

STEPS TO BE FOLLOWED

To answer questions based on editing, a student may follow the steps given below:

1. Read the entire paragraph in one go. Find the context or the main idea of the given paragraph or sentences.
2. Analyse the part of sentence given in one line. Study it in the context of what follows and/or what precedes it.
3. Identify which of the written words is erroneous. Consider subject-verb agreement or pronoun-antecedent consistency or use of article, preposition, voice, tenses etc.

4. Write the erroneous word in the blank given under the column 'Error' and/or underline it in the passage, as per the requirement of the question.

5. Think of a word that can be used to replace the erroneous word appropriately. Write the answer in the corresponding blank given under the column 'Correction'.

6. Repeat the steps from point 2 to 5 till all the blanks have been filled appropriately.

NOTE: It is not mandatory to edit the lines in a sequential order. You may choose to edit the easiest one first and then move on to the more difficult ones. This may, in fact, make the difficult ones easier to predict.

SCROLL DOWN FOR THE NEXT TOPIC

Editing Examples

Q1. The following paragraph has not been edited. There is an error in each line against which two blanks are given. Identify and write the error in the first blank while its correct replacement in the second blank as indicated. The first one has been done as an example.

			Error	Correction
Eg.	On the dead of night,		<u>On</u>	<u>In</u>
(a)	she hears a loud bang	(a)	_____	_____
(b)	and ran downstairs to finding	(b)	_____	_____
(c)	a larger plank missed	(c)	_____	_____
(d)	from the left half of a	(d)	_____	_____
(e)	door. So, she dashed upstairs	(e)	_____	_____
(f)	to awake up her mother.	(f)	_____	_____

HOW TO SOLVE:

First, read the entire paragraph in one go to find the context or the main idea of the given paragraph. Note that primarily the past tense is used. The sentences are written in active voice.

(Eg) The sentence starts with an idiom. The idiom used is 'in the dead of night'. Therefore, the preposition 'on' is incorrect. The answer is 'in'.

(a) In this line the verb is in present tense while the verb in the next line is in past tense. Thus, the verb 'hears' (present tense) will be changed to 'heard' (past tense).

(b) The infinitive 'to' is always followed by the root form of a verb. Thus, 'finding' has to be replaced by 'find'.

(c) The phrase 'a large plank' acts as a noun phrase here. Within the context of the entire sentence, the word 'missed' should act as an adjective and not as a verb. So, the correct answer is 'missing'.

(d) The sentence talks about a specific door, planks of which were missing. Therefore, the article 'the' should be used instead of 'a'.

(e) The word 'upstair' is normally an adjective. However, in the context of this sentence, 'upstairs' will suit better as we need an adverb that modifies the verb 'dashed'. Hence, the correct answer is 'upstairs'.

(f) In this line, the word 'awake' is used with the preposition 'up', which is incorrect. The correct verb form used with this preposition is 'wake'. Thus, the answer is 'wake'.

Solution:

			Error	Correction
Eg.	On the dead of night,		<u>On</u>	<u>In</u>
(a)	she hears a loud bang	(a)	<u>hears</u>	<u>heard</u>
(b)	and ran downstairs to finding	(b)	<u>finding</u>	<u>find</u>
(c)	a large plank missed	(c)	<u>missed</u>	<u>missing</u>
(d)	from the left half of a	(d)	<u>a</u>	<u>the</u>
(e)	door. So, she dashed upstairs	(e)	<u>upstair</u>	<u>upstairs</u>
(f)	to awake up her mother.	(f)	<u>awake</u>	<u>wake</u>