

During Revision, You Should _____.A Set Your First Draft Aside For AwhileB Work From Typed Or Printed

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Effective revision is a crucial step in the writing process that transforms a rough draft into a polished, coherent piece. Whether you're working on an academic paper, a creative story, or a professional report, knowing how to approach revision can significantly improve your final product. In this article, we'll explore why during revision, it's beneficial to set your first draft aside for a while or work from a typed or printed copy, and how these strategies can enhance your editing process.

Understanding the Importance of Revision

Before diving into specific techniques, it's essential to grasp why revision matters. Unlike editing, which focuses on correcting grammatical and stylistic errors, revision involves reviewing the content, structure, clarity, and overall effectiveness of your writing. It's an opportunity to refine your ideas, reorganize sections, and ensure your message is conveyed clearly.

Effective revision can help you:

- Identify gaps or inconsistencies in your argument or narrative
- Improve the logical flow of your ideas
- Enhance clarity and readability
- Strengthen your voice and tone
- Reduce redundancy and eliminate irrelevant information

Given the importance of these improvements, employing strategic revision techniques can make a significant difference.

Why You Should Set Your First Draft Aside For Awhile

One of the most recommended practices during revision is to take a break from your draft before revisiting it. This simple yet effective strategy allows you to approach your work with fresh eyes. Here's why:

1. Gaining Objectivity

When you work intensively on your draft, you become familiar with every sentence and nuance, which can lead to a kind of “blindness” where you overlook mistakes or weaknesses. Setting your draft aside helps you see it as a new reader would, making it easier to spot issues.

2. Improving Critical Thinking

Time away from your work encourages critical reflection. You’re more likely to evaluate your ideas and structure objectively rather than being caught up in the writing process.

3. Enhancing Creativity and Perspective

A break can inspire new ideas or different ways to approach your content. It provides mental space to think about revisions that could strengthen your work.

4. Reducing Frustration and Overwhelm

Revising a heavily worked-upon draft can sometimes feel daunting. Taking a pause can reduce frustration and help you return with a clearer, more motivated mindset.

How Long Should You Set Your Draft Aside?

The ideal time varies depending on the length and complexity of your draft, but general guidelines include:

- For short essays or articles: 24-48 hours
- For longer projects like theses or reports: several days to a week

Remember, the key is to allow enough time to gain perspective without losing the thread of your original ideas.

Working From a Typed Or Printed Copy During Revision

Another effective revision strategy is to work from a typed or printed version of your draft instead of solely editing on your computer screen. This approach offers several advantages:

1. Better Visual Clarity

Printed pages can make it easier to see the overall structure and flow of your writing. You can more readily identify awkward sentences, repetitive phrases, or disorganized sections.

2. Reduced Screen Fatigue

Reading on paper can be less straining on your eyes, helping you maintain focus during lengthy revision sessions.

3. Enhanced Editing Capabilities

Physical copies allow you to:

- Use highlighters to mark key areas for revision
- Write comments or suggestions in the margins
- Rearrange pages or sections more easily

4. Promoting Active Engagement

Handling physical documents can make the editing process more interactive and less monotonous, encouraging more thorough revisions.

Best Practices for Revising from a Printed or Typed Draft

To maximize the benefits of working from a printed or typed draft, consider these tips:

1. **Print in a readable format:** Use a comfortable font size and spacing to avoid eye strain.
2. **Use colored pens or highlighters:** Different colors can help categorize issues, such as red for grammatical errors, blue for structural issues, green for clarity improvements.
3. **Read aloud:** Hearing your sentences can help identify awkward phrasing or missing words.
4. **Take breaks:** Avoid editing in one long session; short, focused sessions yield better results.
5. **Make incremental revisions:** Focus on one aspect at a time, such as content clarity, then move to grammar, then style.

Integrating Both Strategies for Optimal Results

While setting your draft aside and working from a printed copy are effective strategies individually,

combining them can lead to even better outcomes.

Step-by-Step Revision Process

1. **Finish your first draft:** Complete your initial writing without obsessing over perfection.
2. **Set it aside:** Take a break for at least 24 hours, or longer for extensive projects.
3. **Print or work from a typed copy:** Prepare your draft for revision in a printable format or on a different device.
4. **First pass - structural and content revisions:** Focus on overall coherence, organization, and clarity.
5. **Second pass - sentence-level editing:** Address grammar, punctuation, and style issues.
6. **Final review - polish and proofread:** Ensure your work is error-free and polished.

Additional Tips for Successful Revision

- Seek Feedback: Share your draft with peers, mentors, or tutors for external perspectives.
- Use Revision Checklists: Develop or find checklists to ensure you cover all aspects during editing.
- Stay Open-Minded: Be willing to make significant changes if they improve your work.
- Prioritize Clarity: Always aim for your audience to understand your message easily.

Conclusion

During revision, you should consider strategies such as setting your first draft aside for a while and working from a typed or printed copy. These methods are proven to enhance objectivity, clarity, and overall quality of your writing. By giving yourself mental space and viewing your work from a fresh perspective, combined with the tangible benefits of working from physical copies, you can elevate your writing process and produce more compelling, polished pieces. Remember, revision isn't just about fixing errors—it's about refining your ideas and presentation to communicate your message effectively. Employ these techniques consistently, and you'll find your revisions becoming more productive and satisfying.

Frequently Asked Questions

What is the benefit of setting your first draft aside during revision?

Setting your first draft aside allows you to approach it with fresh eyes, making it easier to spot errors and improve clarity.

Should you work directly from your handwritten notes or typed document during revision?

It's recommended to work from a typed or printed version, as it makes editing and reviewing easier and more efficient.

How does setting your first draft aside help improve your writing quality?

It helps you gain perspective, identify mistakes, and see areas for improvement that you might overlook when too close to the initial writing process.

Is it better to revise immediately after writing or after taking a break?

Taking a break before revision is beneficial, as it allows you to return with a clearer, more objective mindset.

What tools can assist in the revision process when working from a printed draft?

Tools like highlighters, red pens, and editing marks can help you identify areas for improvement on a printed draft.

How can working from a typed or printed draft make the revision process more effective?

It allows for easier annotation, note-taking, and multiple readings, which enhance thoroughness in editing.

When revising, should you focus more on content or grammar first?

It's generally better to focus on content and organization first, then refine grammar and style afterward.

What is a common mistake to avoid during revision?

A common mistake is editing while writing, which can hinder objectivity; it's better to revise after completing a full draft.

How often should you revise your work during the writing process?

Revising should be a regular part of the process, with multiple rounds to ensure clarity, coherence, and correctness.

Additional Resources

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When it comes to the writing process, the revision stage is arguably the most critical. It transforms a rough draft into a polished piece that effectively communicates your ideas. Among the many strategies writers employ during revision, two stand out as particularly beneficial: setting your first draft aside for a while and working from a typed or printed version. Both methods serve distinct purposes and can significantly improve the quality of your final work. In this article, we will explore these strategies in detail, examining their benefits, drawbacks, and practical tips for implementation.

Setting Your First Draft Aside For Awhile

Understanding the Concept

The practice of setting your first draft aside involves taking a deliberate break before revisiting your work. This pause can range from a few hours to several days, depending on your schedule and the scope of the project. The primary goal is to detach yourself emotionally and mentally from the initial writing process, allowing for a more objective and fresh perspective during revision.

Benefits of Setting Your Draft Aside

- Enhanced Objectivity: After a break, you approach your work with fresh eyes, making it easier to identify errors, inconsistencies, or awkward phrasing.
- Improved Critical Thinking: Distance from your draft encourages critical evaluation rather than emotional attachment, leading to more effective editing.
- Increased Creativity: Stepping away can inspire new ideas or alternative approaches during revision.
- Reduced Burnout: Taking a break prevents fatigue and maintains motivation for the editing process.

Potential Drawbacks

- Time-Consuming: Waiting before revising can delay project completion.

- Loss of Context: Extended breaks might cause you to forget specific nuances or intentions behind certain sections.
- Disruption of Workflow: For tight deadlines, setting drafts aside might not be feasible.

Practical Tips for Effectively Setting Aside Your Draft

- Schedule Breaks: Incorporate time buffers into your writing schedule explicitly for revision.
- Use Distraction-Free Intervals: Even a short 24-hour pause can make a difference.
- Maintain Notes: Keep notes on your initial intentions or issues noticed during initial reading to revisit later.
- Combine with Other Strategies: Use after completing the draft, then revisit with fresh eyes for a thorough revision.

Conclusion

Setting your first draft aside is a proven technique that fosters clearer, more effective revisions. It allows you to distance yourself from the emotional attachment to your words, promoting objectivity and critical assessment. While it may extend the timeline, the quality improvements often justify the wait, especially for complex or significant projects.

Working From Typed Or Printed

Understanding the Practice

Working from a typed or printed version of your draft involves reviewing, editing, and revising your work on a physical copy or a digital text that is formatted and easy to manipulate. This approach contrasts with editing directly on a screen during initial drafting phases and emphasizes a more deliberate, focused review process.

Advantages of Using Typed or Printed Material

- Reduced Eye Strain: Reading from paper or a clean digital layout minimizes fatigue and distraction.
- Enhanced Focus: Physical interaction with printed pages or well-formatted text can help you notice errors or awkward phrasing more readily.
- Better Spatial Awareness: Moving through physical pages allows you to see the scope of your work and identify structural issues.
- Multiple Review Methods: You can annotate, highlight, or make margin notes conveniently.

Features and Tools

- Highlighting and Underlining: Emphasize areas needing improvement.
- Margin Notes: Jot down ideas, questions, or corrections.
- Color Coding: Use different colored pens or highlighters to categorize issues (e.g., grammar, flow, clarity).
- Printed Copies with Annotations: Create multiple copies for different revision focuses.

Drawbacks to Consider

- Environmental Impact: Printing large documents consumes paper and ink.
- Potential for Disorganization: Managing multiple printed pages can be cumbersome.
- Time and Cost: Printing and annotating take additional resources compared to digital editing.
- Limited Searchability: Unlike digital text, printed versions don't allow quick keyword searches.

Best Practices for Working from Typed or Printed Drafts

- Print in Reasonable Sections: Avoid printing overly lengthy drafts at once to maintain focus.
- Use Clear Marking Tools: Employ pens or highlighters that contrast well with the paper.
- Combine with Digital Editing: After initial review on paper, incorporate changes into the digital version.
- Create a System: Develop a consistent method for annotations to streamline revision.

Conclusion

Working from a typed or printed draft can significantly enhance your editing process by allowing you to see your work differently and catch errors that might be overlooked on a screen. The tactile experience promotes focus and detailed critique, ultimately leading to a more polished final product. While it involves some additional steps and resources, many writers find this approach invaluable, especially during the later stages of revision.

Integrating Both Strategies for Effective Revision

For optimal results, consider combining the two strategies. Here's how you might do it:

1. Finish Your First Draft: Complete your initial writing without obsessing over perfection.
2. Set It Aside: Take a break—ideally 24 hours or more—to clear your mind.
3. Work from a Printed Version: Print out your draft or work from a well-formatted digital copy.
4. Revise Systematically: Use annotations, highlights, and notes to identify issues.
5. Incorporate Feedback: Make necessary changes in the digital version, maintaining a record of

revisions.

This integrated approach leverages the objectivity gained from distance and the detailed scrutiny facilitated by working from a physical or formatted digital copy.

Final Thoughts

Revision is not merely about fixing typos; it's about refining your ideas, enhancing clarity, and elevating the quality of your writing. Strategies like setting your draft aside for a while and working from a typed or printed version are powerful tools in a writer's arsenal. They encourage a more critical eye, help catch errors, and foster creative improvements. While each has its pros and cons, when used judiciously and in combination, they can significantly elevate your writing process and lead to more compelling, polished work.

Remember, the key to successful revision is patience, attention to detail, and a willingness to view your work from multiple perspectives. Embrace these strategies, and you'll find your drafts transforming into confident, well-crafted pieces that truly communicate your intended message.

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