

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

## C21 SKILLS

### STUDY SKILLS: Self-editing

It is important that your writing is clear and error free. It can be difficult to pick up everything in one read-through. One strategy is to read your writing three times, taking a different approach each time.

**1<sup>st</sup>** Is the text easy and clear to read?

**2<sup>nd</sup>** Is the spelling correct?

**3<sup>rd</sup>** Are there any grammar mistakes?

You look at self-editing in Unit 12 of *C21 English for the 21<sup>st</sup> Century*, Level 4. This Worksheet will give you more in-depth practice.

## Practice


**1** Complete the table with the headings.

Editing at whole-text level

Editing at sentence level

Editing at paragraph level

Type of editing	Example question
<b>1</b> _____	Is the punctuation correct? Is the grammar correct? Is the spelling correct?
<b>2</b> _____	Are there at least three sentences? Are there topic sentences and supporting sentences? Does the writing flow logically from sentence to sentence? Is there good use of linking devices?
<b>3</b> _____	Is the work divided into paragraphs? Does the writing answer the question thoroughly? Has the writing remained on topic? Are there good introductory and concluding paragraphs? Is the style/register suitable for the question?

**2**  Correct the mistakes in the sentences. Then compare your answers with a partner. What kind of mistake is each one?

**a** Your really late for the class!

\_\_\_\_\_

**b** The white house is in Washington, DC.

\_\_\_\_\_

**c** We will need to provide accomodation for a large party of people.

\_\_\_\_\_

- d There are many species, of plant life in the forest.  
\_\_\_\_\_
- e Ideally, the mother and her cub should separated from the other pandas.  
\_\_\_\_\_
- f We have recieved many complaints.  
\_\_\_\_\_
- g Mix slowly the liquid in the container.  
\_\_\_\_\_
- h What an amazing animal the kangaroo is?  
\_\_\_\_\_
- i She is the winner of this art prize for the last three years.  
\_\_\_\_\_
- j He was born in Chicago but he left their when he was just four.  
\_\_\_\_\_

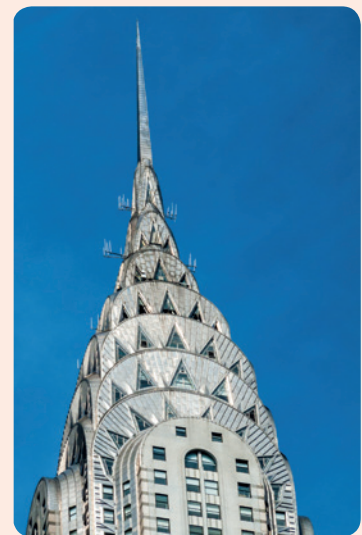
**3**  Read the text and, with a partner, discuss the answers to the questions.

## Art Deco

The Art Deco movement began in the 1920s and developed into a major style, initially in Europe and the United States. Among its more influential predecessors were Art Nouveau and Cubism, but ideas were also borrowed from the art of Native Americans, as well as ancient Egyptian and classical designs. Art Deco is characterised by clean lines and geometric shapes. Popular materials for the making of household objects included silver, chrome, crystal and plastics.

As far as architecture is concerned, the two most iconic examples are probably the skyscrapers known as the Chrysler Building and the Empire State Building in Manhattan, New York. In the USA, the city most influenced by the style was perhaps Miami, where many Art Deco buildings can still be found. However, classic examples of the style can be found throughout the world.

The Art Deco style was also dominant in the transportation of the 1920s and 1930s. This can be partly explained by the streamlined style of Art Deco design, which naturally lent itself to fast trains, buses, cars, ships and even planes. As the horse was firmly consigned to history and machines took over, it was a revolutionary time in transportation, and the rapid development of different means of transport called for a modern style.




Chrysler Building, New York, completed in 1930

- a How many sentences does each paragraph have? Are there enough?
- b What is the topic of each paragraph? How do you know?
- c How is the topic sentence of paragraph 3 supported?
- d Which paragraph contains the best example of a concluding sentence?
- e Could these three paragraphs be presented in a different order? Why/Why not?

- f** Which phrase introduces the subject of Art Deco architecture?
- g** If this was part of an answer to an essay question, what would the question be?
- h** How would you describe the style/register of the text?

## Reflect

- 4**  **Look back at this Worksheet and the Factsheet. Create a checklist of things to look for when editing your own work.**
- Compare your checklist with a partner's. You can 'steal' ideas from each other!