

The Importance of Reading Over Your Work

By Authors Get Published

AuthorsGetPublished.com

Follow us! Twitter: @AGPublished

When you are writing, you will be going through many drafts. (This is normal and more than fine). In our first draft, we are setting down our ideas (and this is great!) but then in our next draft, we are revising the points we have made and we are checking over our work for meaning and maybe some punctuation.

Is this bad?

Of course not. Nobody who writes will write perfectly the very first time. We all need to take a step back and review and revise what we wrote to make sure it is conveying what we really meant to convey, that we are saying it in the right way and that we are using proper spelling, grammar and punctuation to do so.

Below, you will find the steps you need to take when you are drafting your work. Each step can take a day, a few days, a week, a month, etc. Each person writes at their own pace and each person will likely have a bit of a variation in this process (and that's completely fine!)

Here are the suggested steps:

Step 1: Drafting and getting your ideas out

Step 2: Reading your work over to make sure that it makes sense and that what you're saying really is what you meant to say

Step 3: This is the step where you look really critically at your work and you ask yourself "Is this really the best way for me to say this?" and "Am I ensuring that my work is speaking to the best of my knowledge and skills?"

If it is, great! Continue on, writing warrior. If it isn't, no harm. Edit it or delete that part completely and write it again.

Step 4: Checking over the work for grammar, spelling and punctuation. This part had to be said because when a book contains grammar, spelling and punctuation errors, it is quite bad. Any book is meant to be an example of a literary masterpiece and should never contain spelling and grammar errors, or any punctuation errors whatsoever. In the publishing process, (if you are publishing with us) we will take the time to point these out to you but as an author submitting a proposed manuscript, you need to make sure you have read over your work enough times that you have covered all possible errors.

You are the master or mistress of your own book so you always want to present your work in the best light possible.

This is why we say...

This is why this manual is about the importance of reading over your work: because it is extremely important as an author that you put your best into your work. You are the master or mistress of your own book so you always want to present your work and yourself in the best light possible. As such, you always want to read over your work and make sure that you have checked over your work for all of the above-mentioned items.

You can use this as a handy checklist for your work:

- Is my work currently the best it can be in terms of content?
- Have I added a sufficient amount of detail for people to easily understand what I mean?
- Have I read over my work a few times to make sure that what I am saying can be applied to a global audience?
- Does my work contain any run-on sentences?
- Does my work provide examples from my own experiences? I know how examples are important for people to understand the concept, so have I included my own personalized examples?
- Have I checked for grammar errors?
- Have I checked for spelling errors?
- Do my chapter titles, headings and subheadings align?
- Have I included enough spacing to make sure people can easily visually understand my points? (Bunched-up information will lead any reader to be totally lost about what you're saying).
- If I have used sources, have I checked that I have given proper credit to those sources?