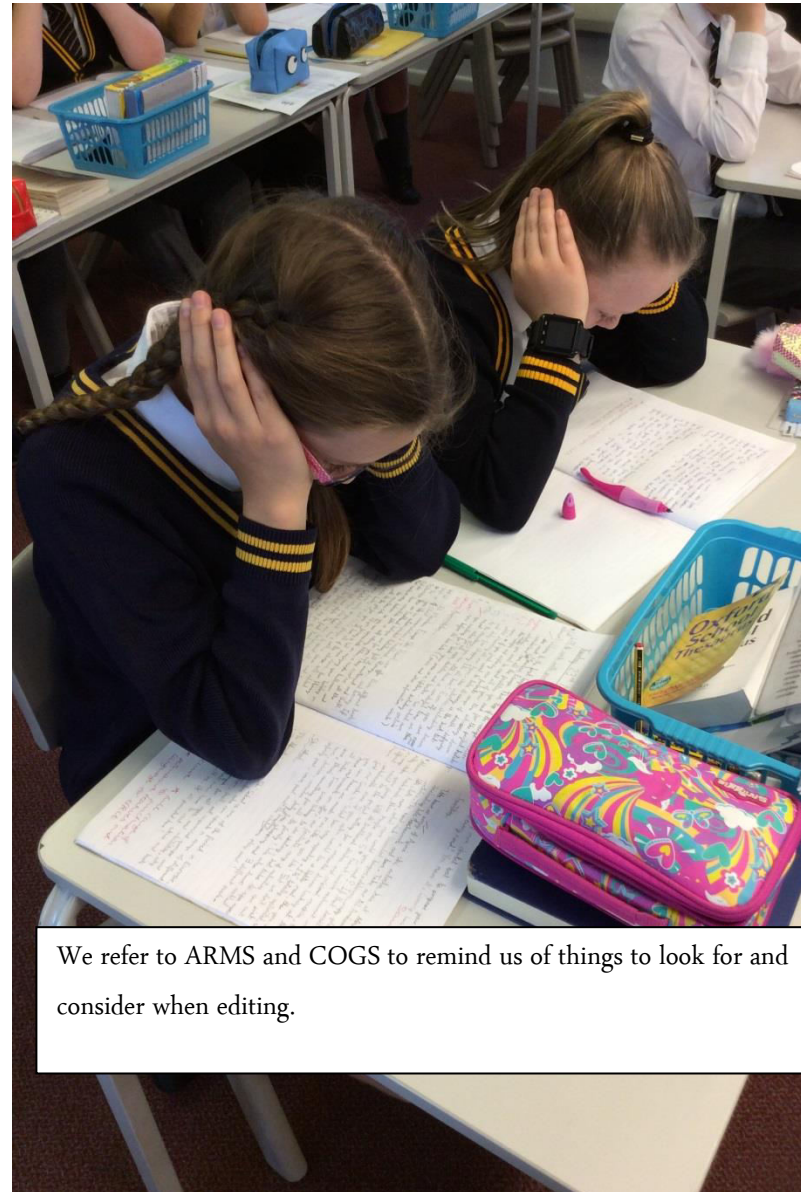




We use the editing position to help us when checking and improving our work with green pen.



We refer to ARMS and COGS to remind us of things to look for and consider when editing.

ARMS

for editing

Add

Remove

Move

Substitute



COGS

for proof-reading

Capitals/full stops

Organisation

Grammar

Spelling



It is important to draft and edit our work so it is the best it can be. Nobody gets it perfect the first time!