

REVISION

WHAT IS REVISION?

- Revision is NOT proofreading minute details
- Revision is adjusting main ideas

Revision is an important part of the writing process. Once you write your first draft, you revise by reading through it again to make sure that your main ideas and organization are clear, and that the writing meets the requirements for your class. Revision is not the same as proofreading; when you proofread, you look at details like punctuation and grammar. When you revise, you look at the writing and its ideas as a whole.

REVISING

As you revise, cross check your work against the following criteria per section, and make changes accordingly.

The whole work

1. Fits the assignment
2. Embodies a clear, logical purpose overall
3. Provides necessary background information
4. Transitions smoothly from one idea to the next
5. Acknowledges different viewpoints (if necessary)
6. Uses appropriate language and information for the audience

The Introduction

1. Engages the reader
2. Introduces the topic
3. Leads to the thesis with discussion

The Thesis

1. Presents the main idea
2. Focuses on your topic
3. Is clear and concise

The Body Paragraphs

1. Include a topic sentence, supporting details, and a concluding sentence
2. Support the thesis
3. Focus on each paragraph's main idea
4. Transition well from paragraph to paragraph

The Conclusion

1. Refers to your main point
2. Explains significance or application
3. Provides closure