

Revising Your Own Paper

A Revision Process:

- Print out your draft.
- Post-Outline it:
 - Underline thesis and main points in each paragraph.
 - Consider thoroughness and order:

	<ul style="list-style-type: none">▪ If ideas duplicated – delete or combine them.▪ If ideas scattered – move them so ideas flow into other ideas.▪ If ideas not supported – add information.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
 - Check introductory paragraph and conclusion against body paragraphs:
 - Thesis is an umbrella for all main points.
 - If all points do not relate to thesis, revise thesis or delete tangential ideas.
 - Thesis is clear in the introduction and restated in conclusion.
 - Main points are set up in introduction and summarized in conclusion.
- Check assignment sheet:
 - Underline the criteria – thesis, main points, supporting information, page length, citation style, etc.
 - Check criteria against what you've written.
- Consider audience – be kind to the instructor/reader:
 - Spelling and homonyms
 - Font, header, page number, format, etc.
 - No jacket, cover page, etc., unless requested
 - Page length, word count
 - Short, concise – not long, rambling
 - Use a handbook to check grammar rules, citation style.
 - Avoid generalizations – they are fillers, and readers/instructors know this.
 - Stock phrases to avoid:
 - In today's society,
 - In the area/arena of,
 - As everyone/most citizens/experts know/say,
 - Such and such era was a time of great change.
- If questioning word choice, use dictionary.
- If questioning punctuation, find the subject and predicate, then the connecting phrases.
- Read aloud, pencil in hand. Mark every place you pause.
- Go back and try to figure out why you paused.
- Keep list of issues that tend to come up in your writing, and look for them.

If working with a friend or a writing consultant:

- Tell the other person what your paper's about. If you can't, you might need to do more research and brainstorming before revising the writing itself.
- Go over assignment criteria and your main points together.
- Read aloud and ask your friend to help you note where you're pausing.
- Ask friend to help you decipher why you're pausing/hesitating at certain places.