

WHAT IS REVISION?

Revision literally means to “see again,” to look at something from a fresh, critical perspective. It is an ongoing process of rethinking the paper: reconsidering the claims and the arguments, reviewing the evidence, reassessing the support, refining the purpose, reorganizing the presentation, and reviving stale prose.

HOW TO REVISE:

Step 1:

Look at the first draft in terms of larger, abstract qualities.

- Is the original purpose of the writing fulfilled?
- Does the writing cover the required material?
- Has the writing addressed the specific audience?
- Does the overall structure seem sensible in terms of the writer’s intentions?
- Is the author’s sense of authority over the topic clear?

Step 2:

Focus on Organization

- Is there a controlling idea that can be traced through the writing?
- Does the lead into the paper create interest and focus?
- Do individual paragraphs link to the controlling idea?
- Do individual paragraphs have clear topic sentences?
- Does the ending provide a sense of wrapping up ideas?

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Step 3

Focus on Development

- Does the main idea of the paper have enough supporting material?
- Does the supporting material relate logically to the main idea?
- Does the writer use effective transitions that provide unity and smooth development for the reader?

Step 4

Focus on Sentence Structure

- Are sentences clear?
- Does the word order in sentences seem logical?
- Are verbs usually in the active voice?
- Does word choice seem sensible for the purpose and audience?

HOW TO IMPROVE REVISION SKILLS:

1. Like a sport, a musical instrument, or a video game, revision takes practice
2. Take revision seriously, be disciplined, and set high standards for yourself
3. The more you produce, the more you can cut
4. The more you can imagine yourself as a reader looking at this for the first time, the easier it will be to spot potential problems
5. Read your papers aloud to yourself and learn to listen carefully to what you read. The more you pay attention, the more your writing will improve