





Revision

Writers can save effort and time by prioritizing the major stages of revision: *content*, *organization*, *style*, and *usage*. After completing a first draft, you can use this handout to guide the process. You should first evaluate the draft for content issues, and then revise--long before considering any style or usage issues. Experienced writers find that waiting until later in the process to work on grammar, spelling, and other proofreading concerns is a more productive approach to revision.

<p style="text-align: center;">CONTENT</p> <p style="text-align: center;">Follows prompt Speaks to audience Clear thesis Evidence and support</p> <p style="text-align: center;"></p>	<p style="text-align: center;">ORGANIZATION</p> <p style="text-align: center;">Logical order Transitional phrasing Engaging intro Closure</p> <p style="text-align: center;"></p>	<p style="text-align: center;">STYLE</p> <p style="text-align: center;">Consistent tone Smooth paraphrase Sentence variety Active voice / concise</p> <p style="text-align: center;"></p>	<p style="text-align: center;">USAGE</p> <p style="text-align: center;">Sentence grammar Punctuation Spelling Mechanics</p> <p style="text-align: center;"></p>
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ONE: CONTENT

- Does paper meet instructor's requirements?
- Who is the audience? Does the paper speak to the intended audience?
- Is there a clear thesis or main purpose described?
- Does the paper develop the thesis around major subtopics?
- Is each subtopic developed with evidence and support?

TWO: ORGANIZATION

- Are major subtopics presented in a logical order?
- Is transitional phrasing and logical ordering used to create paragraph flow?
- Are sentences within paragraphs arranged in a logical order?
- Does the introduction engage the reader and the conclusion provide closure?

THREE: STYLE

- Does tone remain consistent throughout?
- Have you smoothly incorporated paraphrase and quotation? Cited sources correctly?
- Have you varied sentence length and type?
- Are word choices appropriate? Is the writing concise?
- Have you cast most sentences in the active voice?

FOUR: USAGE

- Have you proofread for grammar errors such as comma splices, tense shifts, and vague pronouns?
- Have you checked apostrophes, hyphens, commas, semicolons, and colons?
- Did you run spell check and proof capitalization, abbreviations, and numbers?