

## REVISING

Revising is changing a work at the content level to ensure accuracy, clarity, and cohesion of ideas. At this level, ideas are added, removed, combined, and reorganized within the within all sections of the work.

Revising is the first level of altering a work: 1) Revising, 2) Editing, 3) Proofreading. See also our handouts on Editing and Proofreading.

### REVISING STRATEGIES

When revising a work, verify that your main idea is clear and supported by credible evidence and the content is cohesively supported through each section/paragraph. Here are revision strategies to guide you:

- Locate the topic sentences of each section and check that they link back to the thesis statement
- Highlight your main arguments in one color and all of the evidence you have provided in another to keep track of which statements belong to what group
- Reverse outline by writing the main idea of each section in the margin to check whether your organization makes sense, that you have covered all the topics you need to, and that you are not repeating anything
- If you feel the need to change ideas around, print out your paper and cut your essay between sections to help you reorganize the sections and add cohesion to them
- Read through quotations, summaries, and paraphrases to ensure they support the claims made in your content

### QUESTION CHECKLIST

To help you focus at the revision level, it may be helpful to ask yourself these questions:

- Does my paper address the criteria of the assignment?
- What's my overall purpose? How well does this paper convey it?
- Do I provide enough context for my audience?
  - ✎ Does my introduction establish the problem or gap in knowledge?
  - ✎ Am I missing any definitions?
- Can a reader easily follow my organization?
  - ✎ Am I following the structure I set up in my introduction?
  - ✎ Does the last sentence of each body paragraph lead into the following topic sentence?
  - ✎ Would this section work better if it was earlier or later in my paper?

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