

**Plan for Revision**  
*Designed to keep revision manageable*

**Plan for Revision**

Make a revision plan for your writing. Don't check everything. Keep your revision manageable. Check up to four elements across traits or focus on one trait. Then, if time permits, put your writing away for a day or two, and when you pull it out, read it aloud and make a new plan. Don't worry about conventions until the end of the revision.

**With respect to IDEAS**

**I need to --**

- Learn more about the topic
- Narrow my topic so I'm not trying to cover so much ground
- Be more clear -- perhaps say things another way
- Expand what I say so it's more than a list
- Include additional details that paint a picture in the reader's mind
- Think of questions the reader might have, and answer them
- Cut, cut, cut -- I have too much information.

**With respect to ORGANIZATION**

**I need to --**

- Revise my lead so that the reader wants to know more
- Focus -- stop wandering off-track
- Show how small ideas and details link to the big picture
- Rethink my structure/overall design of the essay
- Show how one paragraph leads into another
- Present information in a way that builds interest or understanding
- Spend more time on what matters -- and less on trivial stuff (i.e. fluff)
- Wrap up the discussion with a conclusion that provides closure

**With respect to VOICE**

**I need to --**

- Put more of *myself* into the writing -- make it sound like me
- Say what I *really think and feel* without holding back
- Know more about the topic so I can sound confident
- Be more direct and forceful
- Consider my audience: *Who are they? What will interest them?*
- Make the voice match the purpose: *to persuade! To inform!*

**With respect to WORD CHOICE**

**I need to --**

- Stretch for the "just right" word or phrase
- Drop the clichés and find my own, original way to say things
- Get rid of generalities (*we had a fun time*) and say what I really mean
- Use stronger verbs to give my writing life and energy
- Stop trying to impress the reader with inflated language and *just say it*
- Cut back on adjectives or adverbs
- Repeat words or phrases only for emphasis
- Use the "language of the territory" -- i.e. words that fit my topic

## With respect to SENTENCE FLUENCY

### I need to --

- Read my writing aloud to make sure it flows smoothly
- Start sentences in different ways
- Vary length so some sentences are longer, some shorter
- Use fragments only for effect, not because I forgot to finish a sentence
- Embed quotations within the flow of the text
- Introduce any quotations I use -- not just drop them *kerplunk* into the text
- Use meaningful and varied transitions -- *to be sure, put another way, by way of summary, thus, indeed, moreover, additionally, conversely, particularly, by way of example, that is to say, by the same token, similarly, in other words, etc.*

## With respect to CONVENTIONS

### I am now working on my final draft and I need to --

- Read both silently and aloud to be sure I've caught all errors
- Hear the punctuation in my head
- Look up any words I do not know how to spell
- Use a handbook to check usage or grammar
- Double-check homophones: *to, too* and *two*; *your* and *you're*, *its* and *it's*
- Make sure the text is readable -- good handwriting, clear font, correct margins

### Remember...

Keep your revision manageable -- you'll have much more success.