

Stage 3: Revising

Revision works best when you have some time to let your writing sit. You will be better able to look at your writing with a reader's eye if you can put it aside for a day or two before working on it again.

If drafting is for the writer, revision is for the reader. During revision you consider your writing from your audience's point of view. In fact, to revise means literally to "re-see" or "re-look" at your writing.

You may need to change the order of your information, expand certain sections, or cut details in others. Often, you will need to go back to the drafting stage and re-word parts of your paper. Revising is NOT editing! Save the spelling, grammar and sentence fixes for later.

Most writers find it helpful to have someone else read their writing and thesis statement. A reader who is unfamiliar with your document can help you identify which parts are working and which parts are still unclear.

Revising for Audience

- Is the level of detail appropriate for my audience (not too general or too specific.)?
- Are my ideas presented in a logical order that will be evident to the reader?
- Do I use clear transitions to help the reader follow my train of thought?
- Are my sentences clear and specific?
- Do I say what I mean and mean what I say?
- Is my tone and style appropriate for my audience?

Revising for Purpose:

- Is my purpose clearly stated for the reader?
- Do I clearly maintain that purpose throughout the document?
- Does all of my supporting information clearly relate to my purpose?
- Do I organize my ideas to best fulfill my purpose?

Revising for Form:

- Do I follow the established form of the document I am writing?
- Do I separate ideas into paragraphs with clear topic sentences?
- Do I maintain balance among my points, developing each to the same extent?