

REVISING YOUR PAPER

Here are some things to keep in mind when you're revising a paper.

1. Put your paper aside for a period of time before you attempt to revise it.
2. Seek the advice of your instructor or a writing center tutor, or the help of classmates.
3. Reconsider your choice of subject. Were you able to treat it adequately in the space you had available?
4. State your thesis in a sentence as a way of checking your content. Is everything in the paper relevant to that thesis?
5. Check to make sure that you have given enough examples to support your argument or to make your thesis clear. Relevant specifics convince and interest a reader.
6. Have you organized your paper carefully? Is its structure clear?
7. Define your audience. To whom are you writing? What assumptions have you made about your audience? What changes are necessary to make your clear and interesting to that audience?
8. Count the number of words in your paper. How close did you come to the guidelines you were given?
9. Examine each sentence to make sure that it is complete and grammatically correct. Try for a variety of sentence structures and lengths.
10. Look carefully at each paragraph. Do they obey the rules for effective paragraph construction? Do your paragraphs clearly indicate the structure of your essay?
11. Check your word choice. Have you avoided slang, jargon, clichés? Have you used words appropriate for your intended audience?
12. Proofread one final time.

From: *The Prentice Hall Reader*, 1989