Revision: Change We Can Believe In!

RE-VISION → Look Again: To revise is to **re**view or **re**visit a draft in order to make changes and improvements, both large and small.

Large-Scale Changes
- Content: add or cut sentences, paragraphs, or entire sections of your draft
- Order: rearrange the order of sentences, paragraphs, or entire sections of your draft
- Structure: separate ideas that are currently together and recombine them in new ways

Small-Scale Changes
- Grammar
- Spelling
- Typos
- Word choice
- Sentence structure
- Style
- Tone
- Transitions

Worry about the large changes first (content). Then fix the small stuff (punctuation, grammar). Don't waste time fixing the punctuation in a paragraph that you might end up cutting from your draft altogether.

A Suggested Process for Revision
1. Take a break!
2. Get feedback (from a teacher, mentor, family member, classmate, friend, or tutor).
3. Rethink your thesis (the main argument or point), order, structure, and content.
4. Revisit your intro and conclusion.
5. Check your topic sentences and transitions.
6. *Now*, you can proofread! (Check for small-scale issues.)
7. Do it all over again! Return to Step 1 and repeat the whole process.

Ask Yourself…
- Is it clear what this paper is about?
- Does the paper consistently pursue its main focus?
- Is there a logical organization within the paper?
- Does each paragraph lead to the next?
- Does each paragraph fulfill a logical function?
- Is enough information included so the topic is clear to the reader?
- Is the focus of the essay narrow enough to avoid a superficial treatment?
- Is each point clearly stated, well supported, and adequately developed?
- Does the paper fulfill the assignment?

Remember that revision usually requires you to…
- Revisit or rethink your thesis and original main points
- Make structural and other large-scale changes
- Put a lot of time and effort into the revision process
- Write several drafts
- Remember that **nothing** in your paper is set in stone

Proofreading Strategies
When you read your work to check for errors, it's easy to overlook errors because your mind "auto-corrects." This means that you'll read a sentence that contains an error, but you won't even notice the error because your mind fixes it automatically. The best way to notice errors in your writing is to make the draft unfamiliar to you. Here are some strategies:
- Read out loud
- Read the paper out of order
- Change the font style, font, size, or color
- Print it out or read it on the screen
- Invert the colors on the computer screen
- Highlight and color code sections discussing similar ideas. (If you have one color scattered throughout, you need to restructure your draft.)
- Pretend to be you teacher and read your draft. How will your teacher react to your writing? What grade would you give yourself?

A Few Helpful Links for Further Reference:
- Revising the Draft (Harvard):
  http://www.fas.harvard.edu/~wricntr/documents/Revising.html
- Editing the Draft – Part One (Harvard):
  http://www.fas.harvard.edu/~wricntr/documents/edit1.html
- Editing the Draft – Part Two (Harvard):
  http://www.fas.harvard.edu/~wricntr/documents/edit2.html
- Guide to Grammar and Writing (Capital Community College Foundation):
  http://grammar.ccc.commnet.edu/grammar/
- The Writing Process (DePaul University Center for Writing-based Learning):
  http://condor.depaul.edu/~writing/html/stud/planning.html

depaul writing center

Lincoln Park Office:	802 W. Belden, 250 McGaw Hall, 773.325.4272
Loop Office:	25 E. Jackson, 1600 Lewis Center, 312.362.6726
LPC Library Outpost:	Richardson Library, 1st Floor, to the right of the Reference Desk

www.depaul.edu/writing