

Student Guide to Creating Quality Work

Revisions	Editing
<p><i>Organization</i></p> <ul style="list-style-type: none">⊙ Did I read my writing several times?⊙ Have I indented all of my paragraphs?⊙ Do I need to write and indent new paragraphs? <p><i>Making my writing clear</i></p> <ul style="list-style-type: none">⊙ Should I rewrite sentences that are unclear?⊙ Should I reorder my paragraphs?⊙ Do I need to delete random sentences?⊙ Did I accidentally “chat” with the reader (for example, ‘In the next paragraph I’m going to tell you’) <p><i>Making my writing artistic</i></p> <ul style="list-style-type: none">⊙ Should I add transition words? (although, also, after, in addition, rather than, surprisingly, as a matter of fact, on the other hand...)⊙ Did I accidentally begin sentences with conjunctions? (and, or, but, so, yet)⊙ Did I accidentally begin many sentences with the same word?⊙ Can I write stronger verbs and more colorful adjectives?	<ul style="list-style-type: none">✗ Did I read my writing backwards (from the last word to the first) to <u>see</u> spelling errors better?✗ Did I read each sentence one at a time to make sure it is not a fragment or a run-on?✗ Did I capitalize proper nouns?✗ Did I use a comma too often... or not enough?✗ Did I try to use new grammar that I have learned in school? Colons : semi-colons ; “quotation marks ” 