

HOW TO REVISE YOUR DRAFT:

WHAT IS REVISING?

Revising is the process of looking at and rethinking your written work until the results satisfy you.

PREPARING TO REVISE:

- Try not to revise your draft for at least half a day. You will be less biased and more critical about your work if you do this.
- Try to develop the right attitude. Remember: You can always improve your first draft.
- Before you read your draft for the first time, identify your audience and your intended purpose. Writing them down will help to clarify them for you.

STRATEGIES FOR REVISING:

- A good approach to revising your draft is to put yourself in your readers' place. This way, you will be able to see important ideas you might have left out that your readers may be looking for.
- Look closely at your sentence and paragraph structure. Sentences should be placed in an effective order. Also, ensure that your paragraphs are coherent and nicely developed.
- It will be beneficial to read your completed draft a couple of times to help you:
 1. identify problems with the development of the draft as a whole, so you can fix them.
 2. tighten sentences and words.
 3. strengthen your paragraph development and structure.
- Try to add and strike out ideas where appropriate. Remember that an idea that comes first may not necessarily be the most important.

REVISING CHECKLIST:

After revising, your work should accomplish these:

1. Show a clear purpose.
2. Address your audience which you already identified.
3. Have an interesting introduction and a good conclusion.
4. Have a clear and focused subject.
5. A consistent tone which is suitable for your writing.

FINAL COMMENTS:

Read your work one more time to search for errors. Remember, computers make revising easier!

SOURCES:

Hodges, John C. et al. Harbrace College Handbook. 12th ed. Fort Worth: Harcourt, 1994.

Fulwiler, Toby., and Alan R. Hayakawa. The Blair Handbook. 2nd edition.

Vonderosten Reinking H. Strategies For Successful Writing: A Rhetoric, Research Guide, Reader, and Handbook.

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