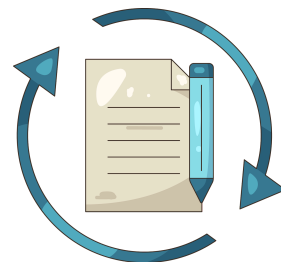


Revision

Revision is one of the most important parts of the writing process. Unlike proofreading and editing, which involve minor surface-level changes, **revision is about re-seeing your original paper and making substantial changes**. Revision is an **ongoing process** of **rethinking your paper**.



Why Revise?

- Fulfill the purpose of the assignment
- Delete unnecessary information
- Review the focus
- Generate new ideas
- Address the audience

What Should Be Considered During Revision?

There are several parts of a paper that should be revisited during the revision process. Depending on the type of paper you are writing, some parts may be more applicable than others. Here are some questions to keep in mind as you revise:

- **Purpose**
 - Do my claims and evidence contribute to the overarching purpose of my paper?
 - Does my paper address all the required points of the assignment?
- **Audience**
 - Do I explain my points in a manner that is understandable to my audience?
 - What do I want the audience to take away after reading my paper?
 - Is my tone appropriate for my audience?
- **Content/Organization**
 - Do I have a clear thesis statement that accurately identifies the focus of my paper?
 - Do I have an effective introduction, body, and conclusion?
 - Do my ideas flow from one paragraph to the next?
 - Do my paragraphs transition seamlessly?
- **Style**
 - Are my explanations concise?
 - Do I have any points of repetition or overused words/statements?
 - Have I eliminated clichés, slang, or unnecessary jargon?
 - Do my sentence structures and length vary?
- **Sources**
 - Are each of my sources accurate and credible?
 - Do my sources have varying usage throughout the paper? (See our [BEAM Handout](#) for more information)

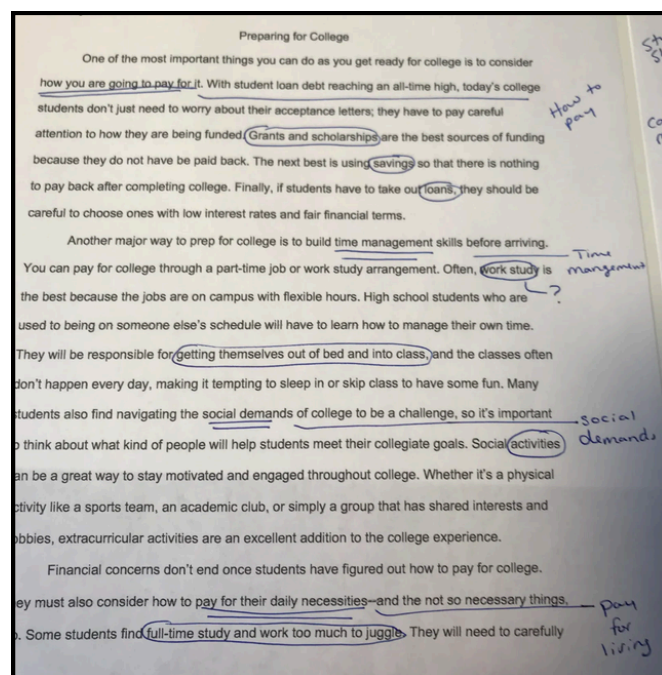


Revision (continued)

Revision Strategies

Below are some strategies that may be helpful to a writer working on revising their work.

Reverse Outline



- After writing a piece, go back through each paragraph and write down the main topic of each in the left-hand margin.
- On the right-hand margin, identify how each paragraph proves your argument.
- This allows writers to see if their writing follows a logical flow and answers their thesis directly.

Here is an example of a **reverse outline** of a student paper. Note that the student circles important words and underlines them to show where their thesis is strengthened.

Return to the Prompt



- After writing a piece, return to the original assignment description and ensure that you are adequately and accurately answering the prompt.
- While writing, it can be easy for ideas to lead to other discussions and get off track. Returning back will help you ensure you answered all required questions and included all parts.

Read Aloud

- Reading your writing out loud can highlight areas where sentences may be clunky or misunderstandable. It can also be beneficial to have a friend or tutor read your paper out loud to point to areas that might need more explanation or clarification.

Talk About Your Paper

- Tell a friend or tutor at the WRC what your paper is about and ask them to pay attention to the explanations you provide. When a writer talks about their piece out loud, they may fill in gaps with knowledge they have, but has not been expressed on paper. If there are areas that you think need to be touched on more, this can be addressed during revision.

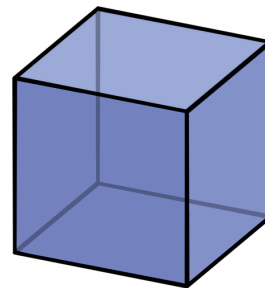


Revision (continued)

Cubing

This technique is referred to as “cubing,” because it asks writers to analyze their topic from six different perspectives, like sides of a cube. Writers should consider their topic (or thesis) and work through the following:

1. **Describe:** Generate ideas that describe your subject in detail.
2. **Compare:** Compare (or contrast) your topic to other perspectives.
3. **Associate:** List anything that comes to mind when you think about your topic. Is it important that these are mentioned in your paper?
4. **Analyze:** Break down the different parts of your topic and assess how your arguments support (or refute) your topic.
5. **Apply:** Think of how your topic can be put into practical application.
6. **Argue:** Consider how you are arguing your topic, and think of other ways it can be potentially argued. Be open to new perspectives and ideas that can further inform your paper.



Once writers consider the above-listed perspectives, they might find that parts of their paper need more explanation or clarification.

Revision Concerns



Getting Started: Writing is a circular process, meaning it can happen in different sequences for different kinds of writers. When thinking about how to get started, it can help to work off a printed copy. Sometimes, when working on an online document, writers can easily skip over mistakes.



Starting Over: Revision can feel overwhelming because it can seem like the writing process is “starting over.” However, revision strategies can help writers manage priorities. Revision does not mean that the original draft is scrapped; it means the draft is reworked to fit the assignment, argumentation, and position.



Managing Drafts: Google Docs and Microsoft Word are great platforms to keep track of different drafts during revision. Managing drafts through version history can help writers recover deleted text and determine how their draft has changed over time. In Google Docs, writers can see their “Version History” (File → Version History → See Version History) to see changes. In Microsoft Word, writers can “track changes” (Review → Track Changes).