

Revision, Polishing, & Proofreading

Probably the most important part of the writing process is what comes after the paper has been written and completed. Below are some ideas for revising, polishing, and proofreading your papers and making them the best that they can be.

Revising(Look on next page for examples of the following)

- 1 Budget your time wisely. Try to finish your writing assignments a couple of days before they are due so that you can fully carry out the process.
- 2 Check for abstract subjects. Replace them with concrete subjects that have active verbs.
- 3 Try and say everything with the least amount of words possible.
- 4 Use active verbs most of the time. Try to avoid "to be."
- 5 Don't use "there are" or "it is" often.
- 6 Get rid of slang or informal language.
- 7 Choose words carefully.

Polishing

- Check for grammatical and mechanical errors.
- Reread your paper, and locate the thesis statement.
- Locate the central idea of each paragraph.
- List these ideas under paragraph ideas. Consider the relationship between the thesis and these ideas.
- Make sure that transitional phrases are used appropriately.

Proofreading

- Read the paper silently, focusing on smoothness instead of errors.
- Check for readability.
- Read the paper aloud. Most people notice things they didn't notice before. Are there any tongue twisters?
- Check the thesis statement. Does it support the main idea of the paper.
- Check the paper's development. Is it logical?
- Be sure the assignment is clear and unified.
- **Read your paper many times, focusing on one type of error at a time.**

Revision Examples

1. **Abstract vs. Concrete**

Original: More attractiveness is sometimes given to an act when it is made legal.

Revision: When an act becomes legal, some people find it more attractive.

2. **Don't use too many words**

Original: They are desirous of . . .

Revision: They want . . .

3. **Use active verbs**

Original: Inflation is a threat to our economy.

Revision: Inflation threatens our economy.

4. **Reduce "it is/there are"**

Original: There are several reasons for the United States' entrance into the war.

Revision: The United States entered the war for several reasons.

5. **Replace slang**

Original: Her behavior flipped me out.

Revision: Her behavior stunned, then delighted me.