



# REVISING GUIDELINES

When you write, you may not get it right the first time. All writers, including professionals, revise their writing several times before they are satisfied with the results. Revising involves reviewing the purpose, main idea, organization, and style of your writing and making necessary changes. As you revise, you clarify your main idea, remove any unneeded information, add information to support your points, reorganize to clarify the logic and flow of your ideas, and adjust the style to make it more appropriate for your purpose and audience.

Use the following guidelines to revise your writing.

## 1. Look at the Big Picture

Read the entire piece of writing before making any changes. Read your piece out loud or listen to someone else read it. Reflect on the writing as a whole and decide if your main idea is presented clearly.

## 2. Consider the Organization of Your Information

After the first reading, consider how clearly you organized your information. Decide if and how you can arrange your information more effectively.

## 3. Cut, Add, or Rewrite

Cut any information that doesn't support your main idea. Add information if more detail is needed to support a point. Make sure that you address the main ideas throughout your writing and rewrite sections that seem unclear. Keep the importance of the opening and closing sections in mind and review these carefully and often. Making changes to the body of your text might mean that you need to change your opening and closing.

## 4. Refine

After completing steps 1 through 3, consider your style of writing. Did you choose language that is appropriate for your audience and purpose? Make sure that you have variation in your sentence length and smooth transitions between ideas.