

ENG 1101
Essay #1
Instructions for Revision

DUE:

Writing a revision is a reflective process as well as a corrective process. When re-reading work for revision, keep in mind the intended audience and purpose of the overall essay.

Turn the revision in with:

- The original draft handwritten in class.
- The original planning sheet. Finish this if necessary.
- The summary (and its first draft if the summary is revised).
- My comment/grading sheet with your original grade.

TO REVISE:

Revisions must be typed and printed out.

- Use a double-spaced 12 pt. font. Common fonts are: Times New Roman and Arial.
- Put page numbers on the upper right hand corner.
- You do not need a Works Cited page or Bibliography
- Handwritten revisions will not be accepted.

1. Review **the overall task:**

- Is every part of the prompt answered in your essay?
- Are the required sources integrated well?
- Note required texts and the question you chose to answer.
- Who is the audience?
- What is the purpose of your essay?

2. Review and reconsider the overall **essay structure:**

- What do you remember about introductory paragraphs?
- Where is your thesis statement?
- Is there an opening topic sentence? What is the wider context of the issue being addressed?

- What is the purpose of the topic sentences in the body paragraphs? Do your topic sentences serve this purpose?
- How is the outside source integrated into your ideas?? How does the source support this topic sentence?
- How do the body paragraphs end? Can you come back to your thesis?
- Is there a clear concluding paragraph? What is the purpose of the concluding paragraph and does yours serve this purpose?

- Are there sections that might be improved or clarified by developing the content?

- Are there sections of the essay that could use cutting or tightening the content? Do some paragraphs seem obviously longer than others? Is reason for this length clear?
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3. Consider **transitions** at the beginning, middle, and end of each paragraph as well as at the beginning, middle, and end of the essay.
 - Does your essay contain transitional words and phrases that show the reader your pattern of thinking?
 - If the transitions chosen are not in your speaking vocabulary, read them out loud to see if the sentences flow as intended.
 4. Consider **the type of essay** assigned. Is it a descriptive strategy? Is it a narrative? Is it a comparative essay? Is it a cause and effect essay? (There are others as well.)
 - What are the conventions of this type of essay? (Hint: Try Purdue University's on-line writing lab, OWL.)
 5. Look closely at how the essay **integrates the outside sources**.

What are the three most common forms of referencing the outside texts? Are you using a variety of them throughout your essay?

 - Are references integrated with your ideas throughout the essay?
 - Are there sections that contain too much of the author's ideas without showing how these support your ideas (the focus of your essay)?
 - Are there sections that need to be paraphrased to avoid plagiarism?
 - Have you adequately embedded your references? This means the references are most often in the middle of your paragraphs, not overloaded at the beginning or end of your paragraphs, where they often overwhelm your argument.
 6. Proofread and consider the **grammar and technical aspects** of revision. Start this well ahead of the revision due date and consider the following:
 - Read your essay aloud to yourself or to a peer working on the same assignment.
 - Look for the grammar errors typical to your written work.
 - Use spell and grammar checks to proofread for grammar errors.
 - Is the essay formatted correctly? Does any part look weird in terms of spacing and indentation?
 - Get help from a tutor.