

ENG103: Guidelines for Revising Last Drafts

Requirements

1. The revision must be submitted on time on Blackboard under "Revision of the Research Essay."
2. The revision must address the concerns listed on the marginal annotations on the draft itself.
3. Revised portions must be highlighted on the new draft.
4. The revision must be **preceded** by a short reflective explanation. Write this explanation in the form of a "Dear Dr. X, I have revised the following" letter followed by bulleted or numbered list. After the list, explain **briefly** what you have learned from revising the essay.

Note 1: You may submit a completely new draft, in which case Requirement # 3 does not apply. Requirement # 4, however, *becomes even more important*, as this is where you will explain **why** you decided to submit a whole new draft and **how** this draft addresses the concerns on the Grading Checklist and the marginal annotations.

Note 2: I will not accept a revision that has not clearly been proofread. How do I know it has not been proofread? It has errors that would be easily detected by reading the paper OUT LOUD.