

Revise & Edit Checklist

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What is Revising & Editing?

“Revising & Editing” is the third stage in the **Writing Process**. When you revise, you

- **review** and **improve the order of ideas**, **add detail** to “Show, don’t Tell”,
- **choose the best words**, and
- **create sentence variety**.

When you edit, you

- **correct spelling, punctuation, capitalization, line spaces, margins, font size**, and other formatting.

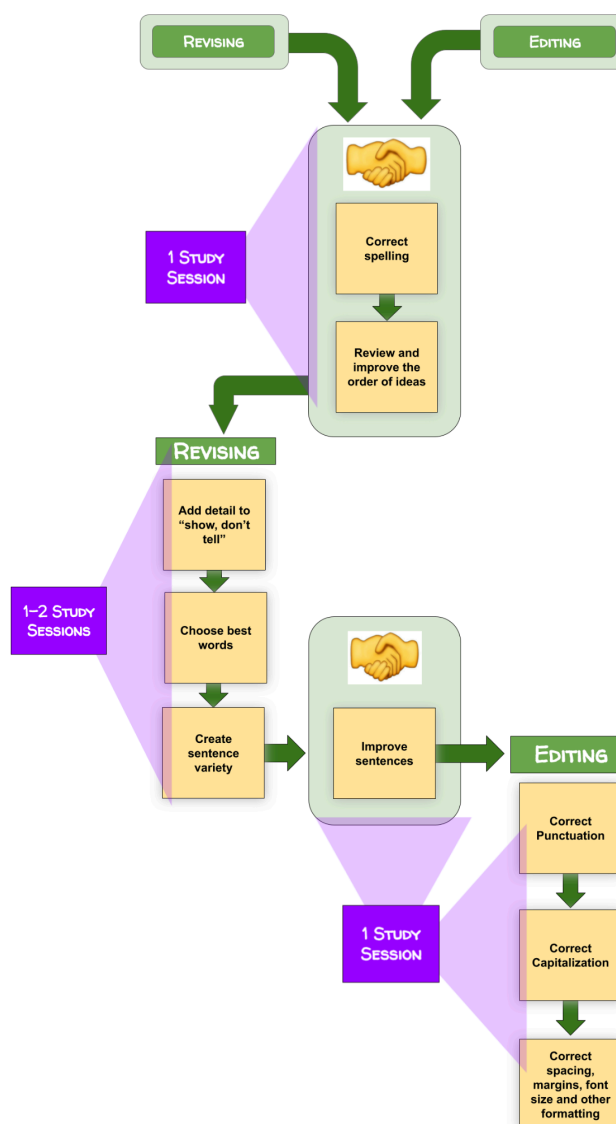
Revising & Editing are two separate things.

Revising is improving. Editing is correcting. But you can go back and forth between each process to improve your draft.

Why? Revising & Editing are a “team” - they work with you to improve your writing so it can be your personal best. This process uses a special checklist called a **flowchart**.

Each task in this stage of the Writing Process takes time.

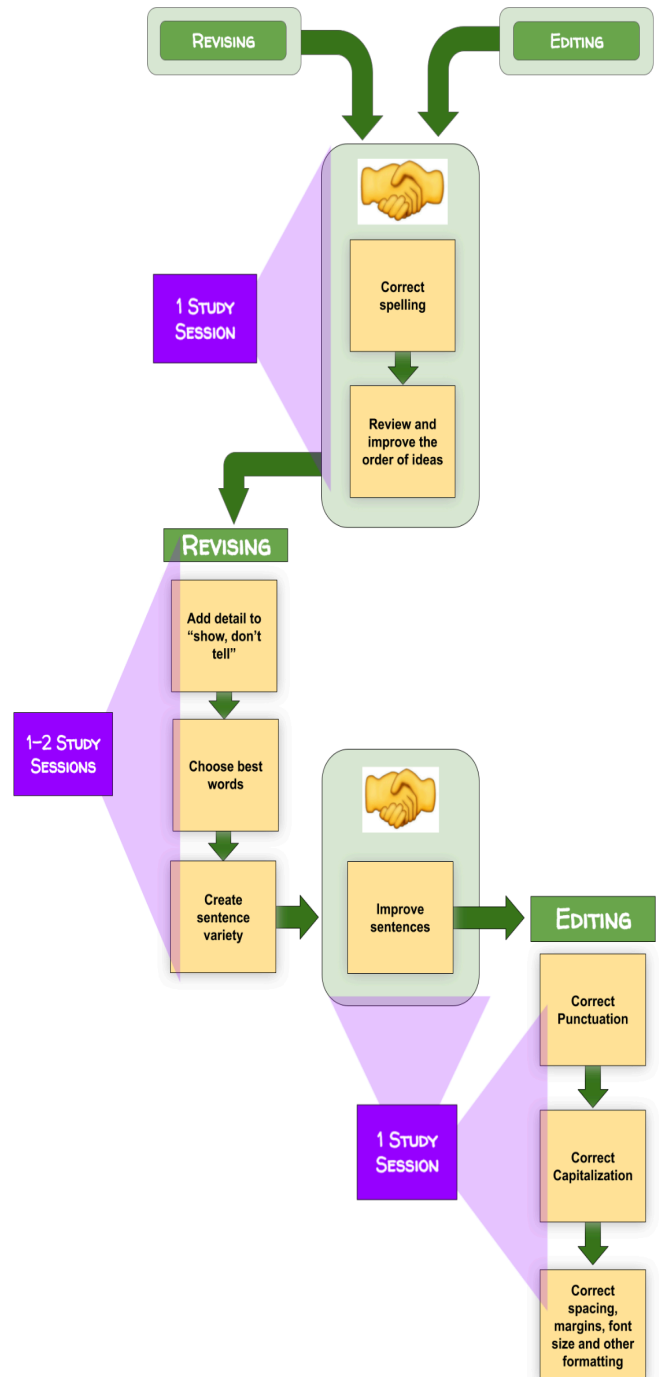
- The first part of the flowchart, takes 1 study session.
- The second part of the flowchart takes about 1-2 study sessions, and
- The last part takes 1 study session.



Revise & Edit Checklist

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| Check off tasks on the checklist as you complete them. ASK FOR HELP IF YOU NEED IT | |
|---|--|
| 1 study session | <input type="checkbox"/> Correct spelling using spell check. Review & improve the order of ideas <input type="checkbox"/> Do the ideas flow from beginning, to middle, to end? <input type="checkbox"/> As you develop the idea with supporting detail , does the idea make more and more sense as you read each paragraph? <input type="checkbox"/> When your writing is read OUT LOUD , does it make sense to the reader? (Do this task frequently!) |
| 1 to 2 study sessions | Add detail to "show, don't tell" <input type="checkbox"/> Are your sentences complete thoughts? <input type="checkbox"/> Do you have enough examples, explanations, and anecdotes to completely explain the idea? <input type="checkbox"/> Does your supporting detail develop the idea so it makes more sense to the reader? <input type="checkbox"/> Who, what, when, where, why, and how Choose the best word <input type="checkbox"/> Are you using descriptive words so the reader can get a clear mental picture of your idea? <input type="checkbox"/> Have you replaced overused words with best words from the thesaurus ? Create sentence variety <input type="checkbox"/> Is every sentence a complete thought ? <input type="checkbox"/> Do you have a few simple sentences (used to drive a point home) <input type="checkbox"/> Do you have more complex sentences than simple sentences? <input type="checkbox"/> What sentences can be combined to create compound or complex sentences? <input type="checkbox"/> Do you have commas and/or conjunctions in your complex sentences? |
| 1 study session | Improve sentences by <input type="checkbox"/> Correcting punctuation: periods <input type="checkbox"/> Correcting Punctuation: commas <input type="checkbox"/> Correcting Capitalization <input type="checkbox"/> Correcting line spacing, margins, font size <input type="checkbox"/> Fixing other formatting |





Just-Right™ Writing Intervention

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