



Revisión 101

When working on a writing task, make sure to look over the drafts and correct global mistakes and local typos. Revision - the act of editing, revising, proofreading, and reviewing - is important in order to add clarity and credibility to ideas. A writer should implement revision all stages of writing.

Proofreading: The aim of proofreading is to fix sentence-level grammatical, spelling, and punctuation errors. These are sentence level corrections and typos. A writer should also consider going over the grammar, formality, and diction of the entire paper. Proofread at any stage in the writing process, but definitely before final submission.

Suggestions for Proofreading:

- Read the paper out loud in order to find typos and grammar issues
- Make sure the entire paper is in the same tense (usually in present tense, unless when referring to the past or future)
- Avoid using simplistic or vague language, such as: something, different, is, always, everything, stuff, today, we, our, us, thing, certain.

Editing: The process of altering large sections of the text. A writer uses this method when looking to make significant changes to a draft, like (re)moving, re(arranging) paragraphs, adding more evidence, elaborating on an important idea, including more analysis, and adding specific details.

Questions to Consider:

- Are my paragraphs organized well? What is the logic behind the order? How does one paragraph link to the next?
- Do the paragraphs in my paper connect to the main idea? Have I made those connections clear to the reader through topic sentences?
- Is this paragraph relevant in this paper? Do I need to say more on Paragraph A's topic?

Reviewing: Reviewing is the process of reconsidering your paper's ideas in terms of the aims of the original assignment. While writing, and especially after the first draft is composed, return to the main assignment and make sure the written draft meets the prompt's expectations.

Questions to Consider:

- Have I answered all parts of the assignment thoroughly? How can I build on the ideas in this paper to better suit the prompt?
- What did I leave out in the original draft? Did I go off on any tangents that need to be removed from the draft?
- How can I strengthen this paper's content with more analysis, evidence, or close reading?

Revision: The act of re-visioning the paper asks you to reconsider alternative points of view, add or to or subtract from the central argument, or incorporate new vantage points or ideas into the draft. In the revision stage you will aim to re-imagine your claims, stakes, intentions, and outcomes.

Suggestions for Revision:

- Re-outlining your paper, re-focusing your topic, re-think your main objectives
- Conduct further research to re-write your claim; add new sources, concepts, or implications.