

# Reminders for revising a draft...

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1. Look over your second draft first and the suggestions you received in conference circle.
2. Make decisions about where you will make changes. Mark them on your second draft.
3. If needed, use colored pencils to help you organize your story.
4. As you begin to write your third draft, be sure to start with a TITLE.
5. Skip lines, leaving room for editing.
6. Make changes you see are needed as you go.
7. If you see spelling mistakes, fix them.
8. Check for capital letters, punctuation, and grammar errors. Fix them as best you can.

## Questions to consider as I write a revised draft:

Look at the questions your writing group gave you. In addition, YOU need to be thinking about how you feel the story can be improved.

### ADD:

- ~ What important details do I need to add to my story or essay? If I haven't completed a mental picture for the reader, what can I add to make the picture clearer?
- ~ Do I have an ending? Am I happy with my ending or can it be improved?
- ~ Are any words or transitions missing?
- ~ Are there any quotes that would make my story or essay clearer or more powerful?
- ~ Should I add data or facts or stories to make my point?

### SUBTRACT:

- ~ What parts of the story or essay can I take out? What details don't really matter or are a part of another story or essay I can write later?
- ~ Is the reader ready for the quote or facts? Should I take them out or move them?

### REARRANGE:

- ~ What word, sentences, or paragraphs are out of order?
- ~ Have I clearly shown where the parts of my story or essay are by indenting paragraphs for the reader?
- ~ Am I happy with my lead or can it be improved?
- ~ Is each word choice the best choice?
- ~ Would my story be better with more action words?
- ~ Have I clearly defined people/places and objects by using specific nouns and NOT pronouns?

### COMBINE:

- ~ Which sentences can be put together?
- ~ Have I used some short sentences and some complex sentences for variety?