Revision Tools:

**Reading out loud:** Clarity Flow Grammar Conciseness

When you read your paper out loud, it encourages you to pay close attention to the text. Listening to your paper can help you find long or choppy sentences, small grammar mistakes, and sentences that could be clearer.

**Highlighting areas that match the rubric:** Focus

After you’ve finished a draft, it can help to re-read your paper alongside your rubric. First review your rubric; then read your paper and highlight the sentences that address each rubric point. You may find points you still need to address or expand on.

**Writing the main ideas in the margin:** Organization

Writing each paragraph’s main idea in the margin can help you see how your paper flows logically. If a paragraph has too many main ideas, see if it needs to be broken up. If an idea seems scattered across your paper, see if you need to reorganize to pull it together.

**Evaluating topic sentences:** Organization

The first sentence of a paragraph typically introduces the paragraph’s topic. Highlight the first sentence of each paragraph. Do the other sentences in that paragraph support it, or are they about another topic? If there’s a mismatch, evaluate. You may need to change the topic sentence, add supporting sentences, or move unrelated sentences to another paragraph.

**Underlining trouble areas:** Grammar

If you’re concerned about a specific grammar rule, consider underlining the areas where that rule comes up. For example, you might underline all the verbs in your paper and check that they’re in correct tense. This strategy encourages you to pay close attention to the text.

**Testing sentences for conciseness:** Conciseness

As you revise, test each sentence for conciseness. Can you start the sentence later? End it earlier? Are there any parts that are repeated or implied? As you read, ask yourself: *If I cut this, will the idea still get across?*

**Reading backwards:** Grammar Clarity

Reading backwards takes the focus off your ideas and puts it onto smaller details, like grammar. Because you’re reading each sentence out of context, this can help you identify incomplete or unclear sentences. Read the last sentence, then the one before it, and so on.

**Comparing references against examples:** References

APA is all in the details, so it can help to compare your references against the examples in the *Publication Manual of the American Psychological Association* (6th ed.) or the APA Citation Help Guide. Pay attention to italics, capitalization, and punctuation.

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