Steps for Revising your Writing
From:

Find your main point.

What are you trying to say in the paper? In other words, try to summarize your thesis, or main point, and the evidence you are using to support that point. Try to imagine that this paper belongs to someone else. Does the paper have a clear thesis? Do you know what the paper is going to be about?

Identify your readers and your purpose.

What are you trying to do in the paper? In other words, are you trying to argue with the reading, to analyze the reading, to evaluate the reading, to apply the reading to another situation, or to accomplish another goal?

Evaluate your evidence.

Does the body of your paper support your thesis? Do you offer enough evidence to support your claim? If you are using quotations from the text as evidence, did you cite them properly?

Save only the good pieces.

Do all of the ideas relate back to the thesis? Is there anything that doesn't seem to fit? If so, you either need to change your thesis to reflect the idea or cut the idea.

Tighten and clean up your language.

Do all of the ideas in the paper make sense? Are there unclear or confusing ideas or sentences? Read your paper out loud and listen for awkward pauses and unclear ideas. Cut out extra words, vagueness, and misused words.

Visit the Purdue OWL's vidcast on cutting during the revision phase for more help with this task.

Eliminate mistakes in grammar and usage.

Do you see any problems with grammar, punctuation, or spelling? If you think something is wrong, you should make a note of it, even if you don't know how to fix it. You can always talk to a Writing Lab tutor about how to correct errors.

Switch from writer-centered to reader-centered.

Try to detach yourself from what you've written; pretend that you are reviewing someone else's work. What would you say is the most successful part of your paper? Why? How could this part

be made even better? What would you say is the least successful part of your paper? Why? How could this part be improved?