

Revise vs. Edit

Think Arms!



Add: words & sentences; details!

Remove: unneeded words & sentences

Move: Change a sentence or word placement

Substitute: trade words or sentences for others

Think Cups



Capitalization: people, places, months, titles, I

Usage: match nouns and verbs correctly

Punctuation: periods, quotes, commas, question marks, exclamation points

Spelling: check all words; use a dictionary if needed