**Revision: Make Your Writing Matter!**

“According to research, professional writers spend 25 percent of their time revising manuscripts, yet secondary school students devote less than 1 percent to editing and revising. If the time professional writers spend revising their manuscripts is indicative of what any writer might do, then revision is a most neglected aspect of teaching composition. Students need to learn techniques for editing papers so what they finally submit is not equivalent to a first draft.”

— “The Importance of Revision in English Composition,” *The Education Digest* by Mark Christiansen

Everyone needs to revise. Revision of an assignment is the fine-tuning that makes a cohesive paper. During this process, you might decide that the paper is more effective if portions are rearranged or even removed—don’t become wed to a particular section that might be better served elsewhere or taken out entirely. Remember, writing, like any good athlete, musician, actor, engineer, teacher, business person, is a practiced process. People don’t become successful overnight, it takes years of growth and dedication to the goal. Being a good writer takes time, patience and dedication.

The process of revision includes:

* Adding—is the information presented clearly or is more needed for the intended audience?
* Replacing—is there stronger examples you can use to support your argument?
* Removing—is there any unnecessary information? Are there any areas that should be condensed?
* Rearranging—is the paper organized in a logical order?

After revising, it is important to also proofread your paper. Oftentimes, people confuse revision for edits of final drafts. After you have tweaked and adjusted your writing to a place where you consider it a final draft, then carefully go through and proofread your work. This is to include things like spelling, sentence structure, grammar and punctuation. Look with a critical eye to submit an assignment that is worthy of a professional document.