

Revising

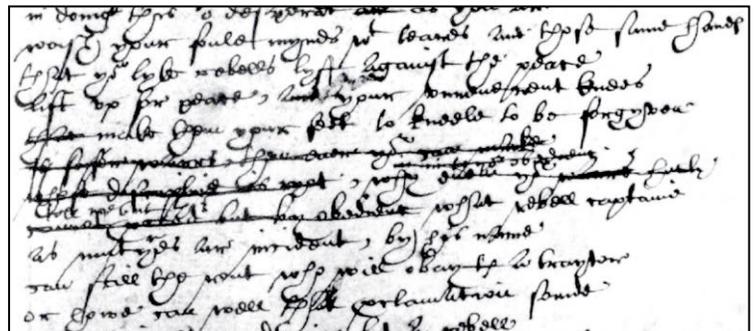
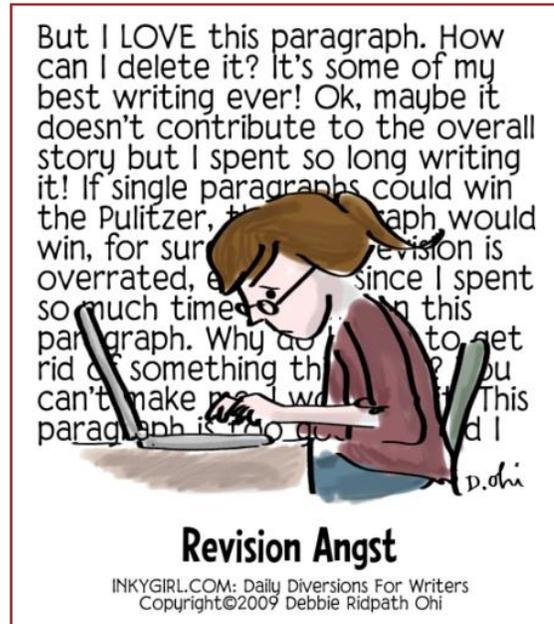
Correcting a Paper

Here's how to make your instructor take your revision seriously:

1. **Keep the original, graded version to attach to the revision.** Otherwise I won't grade the revision.
2. Read my general comments to see what changes I think are most important. If this is the second revision (third draft), visit with me about planned improvements.
3. Study the rubric to see what kinds of changes will earn the most missing points.
4. Read through your paper and use a bright-colored pen to mark the biggest changes first: sections to cross out, sections to add, paragraphs that need more development. Go ahead and make these large-scale changes to your file.
5. Look at my marginal comments and make any further changes called for. Don't ignore any of my suggestions. You may not want to use them all, but if you choose not to, explain why in the margin of the revised draft (see #6 below).
6. Polish the style and conventions. If I marked **r-o** (run-on), look through the whole paper for more run-ons. If I marked **sp** (spelling), look for the same error all through the paper. If I marked **k** (awkward), read the whole paper aloud and see if you can find any other places to say more clearly. I don't bother to mark every instance. You should learn to find those yourself. If you have trouble, ask me for help.
7. After you've made all the improvements you can, print it out, then read through and **highlight all the changes**, **underline them**, or **mark them clearly in the margins**. You already know where the changes are. If I have to collate two drafts searching for changes, I'll probably miss some of them. If you need to explain some changes or tell me why you decided not to change something according to my suggestion, make notes in the margins.
8. Major papers: Staple the new draft *behind* the same cover sheet and earlier draft(s) and hand it in. Other assignments, if a revision is allowed: Staple the new version in front of the graded copy.

I will read intermediate revision drafts, but I will only grade the revision once.

Greg Bryant, English instructor
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Shakespeare's own revisions