

## Guided Revision

1. Read your essay carefully. As you read, write a word or phrase in the margin indicating the main idea of each paragraph. If there are several main ideas, mark the sections using brackets, and use a word or phrase for each bracketed section.
2. Look at the flow of your ideas in the margins. Do similar ideas appear close to each other on the page? Does the sequence of ideas make sense? If not, make notes for yourself on how to rearrange the flow of your sections. It may help to number the sections in the order you'd like them to appear.
3. Insert paragraph breaks if you have too many ideas grouped in a paragraph.
4. If there is a main idea that is not yet developed, make a note for yourself to insert a new paragraph, based on the idea, where you'd like it to appear.
5. Go back and look at the way your ideas are supported by description. Do you need more illustration anywhere in the essay?
6. Write one or two sentences that link your main ideas. You may use these sentences toward the end of your essay to create more coherence.
7. You may also rewrite the above sentence(s) in different words and add them to your opening. This will help guide readers through the body of your essay toward your concluding synthesis.
8. Use your main ideas in the margins to create or reinforce transition and topic sentences between paragraphs.
9. Remove anything repetitive or unnecessary, anything that interrupts the flow.
10. Work on the sentence level to eliminate unnecessary repetition, to improve the flow of your prose, and to use more precise vocabulary. Choose active verbs, rather than passive verbs. Vary the length and structure of your sentences.