



Organizing and Revising Essays

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Six Steps involved in the writing process

- ♣ Planning
- ♣ Shaping
- ♣ Drafting
- ♣ Revising
- ♣ Editing
- ♣ Proofreading

Planning—Make a list of ideas and determine topic. Create your thesis statement.

Shaping (also known as Organizing)--Create an outline or map of how the ideas will flow from your thesis statement.

Drafting

Introduction

- ♣ Grabs audience's attention
- ♣ Contains the thesis
- ♣ Thesis statement--States essay's topic, purpose, point of view. Probable that it will change during revision process

Body paragraphs

- ♣ Claim/argument
- ♣ Counterclaim/counterargument

Conclusion

- ♣ Ties essay together
- ♣ Gives a satisfying ending
- ♣ Furthers introduction

Revising

- ♣ Catchy introduction?
 - Clear and specific thesis?
- ♣ Transitions
 - Transitions for each paragraph?
 - Smooth and free flowing?
 - Tie contiguous paragraphs together?
- ♣ Topic sentences
 - Make sense when read together?
 - Support thesis?
 - Logical order?
- ♣ Supporting sentences
 - Support topic sentence?



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- Logical order?

♣ Conclusion

- Complements introduction when read together?
- Furthers ideas in essay?
- Ties essay together?
- Provides a satisfying ending?

Editing

♣ Check:

- o Spelling
- o Grammar
- o Subject/verb agreement

♣ Search for PERFECT word

- o Dictionary
- o Thesaurus

♣ Search for strong verbs

♣ Cut extraneous material

Proofreading: Final Check

- ♣ Take a break before proofing.
- ♣ Do not rush it.
- ♣ Read your essay aloud.
- ♣ Read your essay slowly.
- ♣ Have an unbiased pair of eyes look your essay over. (The CTL!)

Some General Tips

- ♣ Always take time between revision sessions to distance yourself from your work.
- ♣ Ask instructors/unbiased readers (CTL) what mistakes YOU commonly make and then LOOK FOR THOSE when revising.
- ♣ Use hard copies to revise.