



Organizing and Revising Essays

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1. From the list below, circle the six steps involved in the writing process

Planning Writing Shaping Anger Denial Drafting Sadness Revising Editing Proofreading

2. T/F During the planning phase, you determine what your essay will be about, the topic and the thesis statement.
3. T/F During the shaping phase, you pay no attention to how your essay will be laid out.
4. T/F The Introduction of your essay must grab the reader's attention or they may stop reading it.
5. T/F Once you have written your thesis statement you should not change it.
6. T/F Conclusions are meant to repeat (verbatim) what you stated in your Introduction. It is okay to cut and paste your Introduction and use it as your conclusion.
7. T/F When revising, you should look at the flow of your paragraphs and of the sentences within the paragraphs.
8. T/F Topic sentences must make sense when read together.
9. T/F Supporting sentences within each paragraph do not need to support the topic sentence of the paragraph, they only need to support the thesis.
10. T/F When editing, do not worry about spelling because Spell Check is good enough.
11. T/F When editing, replace vague nouns with details and vague verbs with strong verbs.
12. T/F When proofreading, you only need to give yourself a few minutes as you can rush through this stage.
13. T/F When proofreading, you should read your essay aloud because most mistakes in English are caught on a verbal level.
14. T/F You should always have a trained, unbiased pair of eyes (like those in the CTL) look over your paper.
15. T/F Never take breaks in between revisions because you will forget what your essay is about.
16. T/F Cutting extraneous material means you cut out the information that is vital or key to your essay.
17. T/F Only English teachers care about grammar.
18. T/F A thesis statement gives the essay focus and purpose and point of view.
19. T/F Body paragraphs contain topic sentences and supporting details.
20. T/F Transitions tie together paragraphs and sentences.