The Four Steps of Revision

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| **R** | **A** | **D and**  | **R** |
| **Replace...**...words that are not specific (WORD CHOICE)...words that are overused (WORD CHOICE)...sentences that are unclear (FLUENCY) | Add......new information...descriptive adjectives and adverbs...rhetorical or literary devices | Delete......unrelated ideas...sentences that sound good but create unity problems...unwanted repetition...unnecessary details | Reorder......to make better sense or to flow better...so details support main ideas...to avoid popcorn writing |

**Replace...**

Before: As I ran to the finish line, my heart was beating.

After:

Add...

Before: Shadows make the night seem scary.

After: Ominous shadows made the dark, sinister night seem even more frightening.

Delete...

Before: The candidates talked about the issues, and many of the issues were

 issues that had been on the voters’ minds.

After:

Reorder...

Before: Put the sunflower seeds over the strawberries, which are on top of the pineapple in the bowl. You’ll have a delicious fruit salad.

After: To make delicious fruit salad, cut pineapples into a bowl. Add strawberries, then sprinkle a few sunflower seeds over the top.

 As I sprinted to the tape, my heart was pounding in my chest.

 Ominous shadows made the dark, sinister night seem even more frightening.

 The candidates talked about the issues, many of which had been on the

 voters’ minds.

To make delicious fruit salad, cut pineapples into a bowl. Add strawberries, then sprinkle a few sunflower seeds over the top.

Four day school weeks are cheaper for the school district than five day school weeks. There are many cost cutting benefits to a four day school week.

Four day school weeks are cheaper for the school district because there are more opportunities for cost cutting.

Several cost cutting benefits of a four day school week include: staffing, and energy.