



Revision – content

1. Sentences

Ask yourself...

- Is my spelling right?
- Have I broken the rules of grammar?
- If I've done it deliberately, is this the best way of making my meaning clear?
- Have I cut up all long sentences into shorter ones?
- Have I removed all unnecessary sentences?

2. Words

Strong nouns and verbs

Ask yourself...

- Have I removed all unnecessary words?
- Have I replaced all long, obscure words with short and simple ones?
- Have I removed all unnecessary modifiers in favour of good strong nouns and verbs?

The active voice

Ask yourself...

- Have I written in the active voice?
- Have I only used the passive voice when what is done or the receiver of the action is more important than the doer?

Revising by ear

Ask yourself...

- Does it read well for someone reading it for the first time?
- Is the pace and rhythm right for the arguments I want to make?