

## Revisions 3 & 4 – The Details and Content

Now that you've revised the structure of the essay, you can turn to the content. Take 'Essay 2 – Structure Revised', and revise it paying particular attention to the spelling and grammar. Use the table on pages 298-9 of *How to Write Better Essays* to check this.

Once you have done this, revise it a fourth time, following the checklist below. Wherever you find unnecessary material, long sentences, long words, weak nouns and verbs, and passages that should be in the active or passive voice, revise them. Then go through the checklist to see if you've covered everything. When you've finished, check your revised version against 'Essay 3 – Content revised' to see the changes I have made. Notice the difference they make to the clarity, economy and directness of what is being argued.

### Revision 3

#### The details – checklist

1. Is the content accurate?
2. Are the grammar, punctuation and spelling correct?
3. Have I distinguished clearly between my own ideas and those of others?
4. Have I acknowledged all sources and references?
5. Have I omitted any text from my bibliography?

### Revision 4

#### Style – checklist

1. Have I removed all unnecessary words, phrases, sentences and paragraphs?
2. Have I cut up all the long complex sentences that can be cut up?
3. Have I replaced all long, obscure words with short and simple ones?
4. Have I removed all unnecessary modifiers in favour of good strong nouns and verbs?
5. Have I written in the active voice?