# REVISING MY WRITING

## WHAT I NEED TO DO?

<table>
<thead>
<tr>
<th>STAGE</th>
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<td>1</td>
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| *Re-read your writing*  
- Read it ONE WORD AT A TIME (do NOT skim over it - you will miss things)  
- Read it to yourself aloud: you will pick up on more mistakes this way  
- Ask: does it make sense? Fix it if it doesn’t - add missing words, details, delete parts that don’t make sense, change the order of your paragraphs, check that you haven’t introduced any new information towards the end that could be confusing, check you have been consistent with tense (e.g. past, present or future), have you consistently written in first (I, me, mine, etc.) or third (she, he, hers) person, etc. Having grammatically correct sentences is super important for it to be clear and make sense! |
| 2    |
| *Punctuation*  
- Make sure you have full stops, capitals, commas, question marks, talking marks, apostrophes, etc. where you need them (punctuation tells the audience how to read your writing so it needs to be used correctly) |
| 3    |
| *Re-read your writing again - ADD ‘WRITING DRESS UP’s IN HERE!!!’*  
- Have I structured it correctly for the genre I am writing? Refer back to the planning proforma to see if you’ve included the right things in each paragraph / section of your writing  
- Is there anything else I can add to make it more interesting?  
- Do I need more details to help clarify parts of my writing?  
- Are there parts I don’t need?  
- Can I make it better somehow by adding more details?  
- Is it interesting for my audience?  
- Will other people be able to understand what I am trying to say (is it clear?)? |
| 4    |
| *Spelling*  
- Look for words which don’t look right: underline them  
- Use a dictionary, word lists, classmates, etc. to help you fix up as many words as possible |
| 5    |
| *Have 2 classmates read your writing*  
- Get their feedback: what did they say you could add, delete, fix up? They must initial the page to show they have revised your writing! |
| 6    |
| *Read it again*  
- Are you 110% happy with your piece (if not, go back and see how you can improve it)?  
- Can I add any more details to make it even better? |