

## ***Cycles of global revision (for writers)***

### **SHARPENING THE FOCUS**

Look for opportunities

- to clarify the introduction (especially the thesis)
- to delete text that is off the point

### **IMPROVING THE ORGANIZATION**

Look for opportunities

- to add or sharpen topic sentences
- to move blocks of text
- to reparagraph and perhaps to add headings

### **STRENGTHENING THE CONTENT**

Look for opportunities

- to add specific facts, details, and examples
- to emphasize major ideas
- to rethink your argument or central insight

### **CLARIFYING THE POINT OF VIEW**

Look for opportunities

- to make the point of view more consistent
- to use a more appropriate point of view

### **ENGAGING THE AUDIENCE**

Look for opportunities

- to let readers know why they are reading
- to motivate readers to read on
- to use a more appropriate tone