

## Prioritizing Your Revisions

### "Global" or "Higher-Order" Concerns

thesis	Can someone easily identify a main argument in your piece? Is it focused and specific? Do you present it clearly in the introduction?
focus	Do you stay on task, i.e. follow through with the thesis to the end of the piece? Are there segments that do not seem to support the main argument? Is the argument consistent?
purpose	Are you accomplishing the whole task? Do you address every part of the assignment adequately? Do you understand what your purpose in the piece is?
audience	Does the piece reveal an awareness of audience and maintain a tone appropriate to that audience?
organization	Does the structure of the piece make sense? Are the parts ordered logically? Is it clear <i>why</i> you have organized the paper the way you have? Can a reader easily follow your argument?
development	Have you fully explained ideas that are key to your argument? Do you use enough details, examples, or other support that make your argument convincing?
clarity	Is your drift clear? Can a reader easily see what you mean and where you are going?
use of sources (if applicable)	Are you using sources that are appropriate to the task? Are you using them enough, or too much? Are you giving appropriate credit to your sources?

## “Lower-Order” Concerns

The issues that are not “global” (not affecting the *whole* of the paper) are of secondary concern. In the course of doing global revisions, you may find yourself throwing out or drastically changing entire sentences and paragraphs. It makes sense, therefore, to save your sentence-level revisions and editing for *after* your global revisions have been made.

### Sentence-Level Revisions

You or your tutor may notice some of the following common sentence-level problems:

- vague or imprecise language
  - lack of variety in sentence structure
  - wordiness
  - choppiness
  - awkward phrases or style
- Problems at the sentence-level *can* be serious enough to become higher-order concerns if they significantly impact your meaning.
- Pick and choose which sentence-level problems you are going to spend your time improving. Work on the problems that are most significantly impacting the global issues of the paper. Your tutor can help you identify these.

### Editing

Editing involves spotting and fixing problems in the areas of:

- grammar (e.g., run-ons, possessive nouns, verb tenses, etc.)
  - punctuation (e.g., proper use of the semi-colon or commas)
  - mechanics (e.g., appropriate capitalization, use of italics, etc.)
- *In most cases*, it is best to save your editing for last. You should feel that the content of the paper is the way you want it.
- As with sentence-level issues, serious problems with grammar can affect meaning and therefore contribute to a higher-order problem. In this case, your tutor can advise you as how you should prioritize your revisions.