

Revising



Editing

A - **add**

- Sentences
- Words

R - **remove**

- Unneeded Words
- Unneeded Sentences

M - **move**

- Sentences around
- Words around

S - **substitute**

- Trade words or sentences for others

C - **capitalize**

- Names, places, months, titles, "I"

U - **usage**

- Match nouns & verbs correctly to make sense

P - **punctuation**

- Periods, quotations, commas, ?, !

S - **spelling**

- Check all words
- Use dictionary