

## WRIT 101 How to Write a Revision Plan

Revision is not just “looking again” at your writing in a quick or cursory way. A revision plan is a set of instructions to yourself. Its purpose is to prioritize, name, and organize your revision tasks. You must decide which tasks are most important and approach them in that order.

Here is a list that a student wrote after receiving feedback on a first draft:

1. Revise my thesis
2. Develop my solution
3. Add more examples
4. Correct my citations
5. Cut out some unneeded material
6. Fix grammar

This list is insufficient. The statements are too general and do not give your revision the direction it needs. Revision is about making *big* changes to your draft: What do you need to *cut*? To *add*? To *modify*? To *move*? To *separate*? To *detail*? To *condense*? To *rewrite* from scratch? These verbs can help you write out your plan.

This list is better since it prioritizes, names, and organizes:

1. *Rewrite* the thesis. Right now, it thesis argues an *issue*, when it should argue for an *analysis*. Here's what I'm thinking: “.....”
2. *Cut* the second paragraph in the introduction. It says the same thing as the first paragraph, which will turn out fine once I rewrite the thesis.
3. *Move* the fourth paragraph up right after the introduction. It's the clearest textual example of the argument I'm trying to make and will have its greatest impact earlier in the paper.
4. *Modify* the analysis of the second text by incorporating a summary. I need to mention ...

5. *Separate* paragraph 7 into two. I have more to say on the fourth text than on the other three, and I can write one paragraph that summarizes it and another that analyzes it.
6. *Condense* paragraph 9. It's too long and wanders away from the point I want to make. Here's how I'll do it: ...
7. *Detail* the analysis of the third text. I haven't written enough summary for readers to understand my argument.
8. *Add* material to my conclusion. I've summarized the essay's main points, but I haven't discussed the significance of my analysis for not only the primary audience but possible secondary audiences.

Once you have written this plan, writing a revision cover letter to submit with your final draft will take little effort! Take this plan with you to office hours or to the Writing Center if you choose to get more input on your draft.

Adapted from "How to Write a Revision Plan,"  
[webs.anokaramsey.edu/wrobel/1121/.../Exercises/how\\_to\\_write\\_a\\_revision\\_plan.html](https://webs.anokaramsey.edu/wrobel/1121/.../Exercises/how_to_write_a_revision_plan.html)