

TEXT REVISION STRATEGIES

“To proofread too early means sanding pieces of wood before you know which ones you need to actually build the table“ (L. L. Clark).

Writing is a process that involves not only the production of texts, but also the reflection of what has been written so that it can be reworked. When revising a piece of work, the text is checked, reflected upon and optimised by continuing the writing process in order to achieve the best possible written result.

- Proceed systematically
 - Set revision targets
 - Divide the revision process into individual steps
 - Proceed according to the HOC before LOC principle (see Fig. 1)

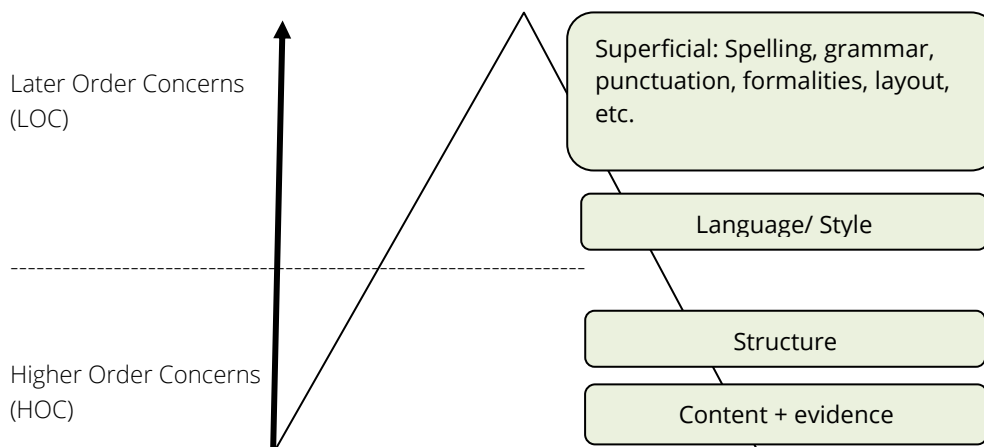


Figure 1: Higher und Later Order Concerns

- Create checklists (see Fig. 2 and the Handout *Checklist: Textfeedback* on the website of the Writing Centre or of Jump-start your writing)

Criteria	Done
Complex sentences	✓
Filler words	✓
Punctuation	✓

Figure 2: Checklist example

- Be objective

- Take a break from looking at the text
- Change the type face
- Read a print-out of the text (and especially focus on spelling and grammar mistakes that could easily be overlooked on the screen)
- Read the text aloud or have it read to you (especially when revising style)
- Obtain feedback from fellow students (see the Handouts *Constructive Feedback* and *Checklist: Text feedback* on the website of the Writing Centre or of Jump-star your writing)
- Obtain feedback from the Writing Counselling of the Writing Centre
- Have the text proofread (Final corrections)

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Further information about writing counselling, workshops, writing groups, writing marathon, etc. can be found on our website:
www.tu-dresden.de/deinstudienerfolg/szd