**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revising and Editing Tasks**

**Directions**: You will have 1-2 days to revise and edit your paper. Remember that REVISING and EDITING are two different things. Below you will find a list of different tasks you can complete during the revision and editing process, get through as many of these revision and editing techniques as you can.

* **Switch with a peer #1** – have someone read your research brief looking specifically for SPELLING and PUNCTUATION errors while you return the favor.
* **I-exam** – Read through your research brief and search for ANY first person that is found. Make sure any first person is replaced because you are not allowed to use any I, me, we, you, us etc. in your paper.
* **For Crying Out Loud** – Read your research brief out loud to yourself. Find a corner in the room and sit by yourself quietly reading it out loud and while you read check for errors and make sure everything “sounds” the way you want it to.
* **Repetition** – Read through your brief and make sure you aren’t overusing some words. If you find that you are using the same word or phrase several times, get a thesaurus out and create some variety!
* **Switch with a peer #2** – Summarize your research brief out loud with a partner. Then have them read the recommendation of your brief and give you feedback on whether or not this recommendation fits well with the research you discussed in your brief. Do the same for them once they are done give your feedback. Ask yourself as you read, “Is this recommendation best for the research found in this brief?”
* **Under a microscope** – Go through your brief and look for any contractions are used. Replace the contractions with the spelled out word. (ex. don’t would actually be do not). Contractions are not allowed in a research paper.