

How to revise and improve your draft

Follow the below guide to improve an existing piece of work. This could be a draft of an assignment or even a resubmission. This guide will walk you through the process of revising and improving your work.

Step 1: Identify the main ideas in your paragraphs

- Choose your work – this can be an assignment draft or resubmission.
- Ignore the introduction and the conclusion for the moment (you will come back to those later).
- Identify and number the paragraphs you are left with (this will help you stay in control of the content).
- Colour-code your paragraphs by theme, key-topic, or keyword so you'll know, at a glance, what they are about. On a new document, write the topic of each paragraph (or summarise the main topic in a sentence) against the paragraph number.

Step 2: Check the quality of your paragraphs

- Is each topic sentence relevant to the main argument/topic of the assignment?
- Is each paragraph supported by appropriate evidence?
- Does the outline tell a story? By story we mean a coherent, logical structure holding the piece together.

- Are there any unnecessary repetitions?
- Is there anything missing that needs to be mentioned?

Having an overview of the paragraph topics will help you:

- Move items around, as necessary
- Create a revised list/outline (with any adjustments you might make)
- Re-organize your arguments logically
- Improve the flow of your arguments
- How to revise and improve your draft in a few steps

Step 3: Pay attention to the introduction and conclusion

- Check if the original intro and conclusion are still relevant, if not make changes as necessary.
- Make sure that the objectives you listed in your introduction are effectively reflected in the body of the assignment.
- Make sure the recommendations you made in your initial conclusion are effectively reflected in the body of the assignment and the main points are reinforced.
- No new points should be introduced in the conclusion.

Remember: revising is different from editing.

Revising is about the bigger picture, the logical flow, and the structure of your assignment. **Editing** is about proof-reading, checking spelling, grammar, and punctuation.

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