Revising Assistant

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PIECE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Select and tick ONE of the following to focus on:**

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| Word Choice |  | Idea Development |  | Sentence Fluency |  |
| Voice |  | Organisation |  | Conventions |  |

**Word Choice**

* Select 5 words together that might be improved. Use a thesaurus to explore alternative words. Remember – it still needs to make sense!

**Idea Development**

* Check for sentences or sentences that don’t quite make sense. Let the writer explain what they were trying to say, then let them go away and fix it.
* Select two or more paragraphs to do a Paragraph Structure Colour Code.

**Sentence Fluency**

* Circle the starting words of each sentence. Is there an overload of the same word? What could be done?
* Count the number of words in each sentence and write the number at the end of each one. Review your numbers – what’s your smallest? what’s your biggest? Do you have a variety? Maybe you need to add in some more short, dramatic sentences – they can be very effective.

**Voice – Score yourself out of 5 for each of the following.**

* My writing style reveals a lot about my personality. If not, how can you put more of you into it?
* My word choice skills sound natural, not forced. If not, ask yourself why not?
* My writing comes across as honest and convincing. If not, ask yourself why not?
* My writing attempts to connect with my audience. If not, try using ‘you’ and ‘I’ and ‘us’ ‘we’ to connect more to the audience.
* My attitude about my topic is obvious. If not, add more comment, reflection or opinion sentences into it.

**Organisation**

* Do you have a clear beginning?
* Brainstorm 5 alternative ‘engaging leads’
* Do you have an ending?
* Have you included paragraphing? If not, put a P or / for each new paragraph.

**Conventions**

* Do a Backwards Read together, looking for spelling errors. Use a dictionary to fix them. Do any need to be added to the writer’s Quick Words page? If there are a lot of spelling errors, you might like to just fix 5 or 6 of them.
* Get a Self-Edit sheet and check each item one at a time.