|  |  |  |  |
| --- | --- | --- | --- |
| **R** | **A** | **D and** | **R** |
| **REPLACE…*** Words that are not specific
* Words that are overused
* Sentences that are unclear
* Words with vocabulary words
 | **ADD…*** New information
* Descriptive adjectives and adverbs
 | **DELETE…*** Unrelated ideas
* Sentences that sound good, but do not make sense or fit in
* Repeated words or phrases
* Unnecessary details
 | **REORDER…*** So that the most important points are last
* To make better sense or to flow better
* So details support the main idea(s)
 |

**REVISION: RADaR**

**Revise = to read again, review, and alter something to increase understanding**