|  |  |  |  |
| --- | --- | --- | --- |
| **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**