

Revision Plan

This worksheet helps you revise your writing against comments you received from your instructor or Writing Center consultant. Don't start rewriting until you've filled it in: it makes sure you understand each comment, and it helps you to see where to focus your energy.

Step 1 — Translate the feedback

For every comment you receive from your instructor or Writing Center consultant, write what it's asking you to do, in your own words. If you can't put a comment into your own words, ask about it now.

What the feedback says	What I think it's asking me to do	Where (page/paragraph number)

Step 2 — Put it in order

Not all changes matter equally. Rank your revisions in order of importance—big, structural changes first, such as organization, argument, and evidence—and save sentence-level fixes (grammar, wording, sentence 'flow') for last. When you revise, you'll do the structural changes first. Only polish sentences once the structure has settled.

My top 4 revision priorities, most important first:

1.
2.
3.
4.