**Informative/Expository**

* develop a multi-paragraph response to the assigned topic that clearly communicates your thesis/controlling idea to the audience;
* include text-based evidence from sources to support your thesis/controlling idea;
* paraphrase or summarize information, in your own words, except when quoting directly from sources and cite information appropriately;
* organize your essay in a clear and logical manner, including an introduction, body, and conclusion;
* use transitional strategies to connect your ideas, sentences, and paragraphs;
* use well-structured sentences and appropriate language for your audience;
* edit your work to conform to the conventions of standard American English

**Focus and Purpose**

* **Revision Goal 1:**Understand the purpose, audience, and task.

1.  Read the prompt. Underline the topic (what your essay will be about) and the purpose (why you are writing).

2.  Read your essay. Highlight your central/controlling idea (what your essay is about) in **teal**. This should be the same as the topic in the prompt.

* **Revision Goal 2:**State the central/controlling idea of your essay.

1.  In your introduction, you should include one sentence that tells your readers what your essay will be about. This is called your thesis statement. Highlight this sentence in **Teal**.

2.  If you did not write one sentence that tells your readers what your essay will be about, write one now at the beginning of your essay. For example, if your essay is about a person you admire, you could write: The person I most admire is my brother because he is kind and talented.

* **Revision Goal 3:**Write for your audience.

1.  Read the prompt and find the audience. Are you writing for friends and students, for parents or other adults, or for newspaper readers?

2.  Make sure the words you have written in your essay are appropriate for your audience. For example, if you are writing to adults, you should NOT use slang or contractions.

**Content and Development**

* **Revision Goal 1:**Include main ideas that explain the central/controlling idea of your essay.

1.  First, highlight, in **teal**, the one sentence at the beginning of your essay that states what your essay is about. This is called your thesis statement.

2.  Next, highlight, in **maroon**, the main ideas that explain or support your thesis statement (the sentences that states what your essay is about). If you did not include at least three main ideas, include them now.

3.  Write each main idea as a topic sentence in its own paragraph.

* **Revision Goal 2:**Use details to explain and illustrate your main ideas.

1.  Highlight, in **maroon**, your main ideas. Main ideas explain or support the central/controlling idea of your essay.

2.  Now, highlight, in **green**, details that explain and illustrate your main ideas.

3.  Add important details to explain and illustrate your main ideas. Details include examples, facts, short stories, or explanations.

**Organization**

* **Revision Goal 1:**

Create an Introduction

1.  Your introduction should begin with important background information about the issue.  Briefly explain the topic. Tell readers why the issue is controversial and what they should be caring about.

2.At the end of your introduction,you should include one sentence that tells your reader what your essay is about.  This is called your thesis statement. Highlight this sentence in **gray**.  If you do not have one, write one now.

* **Revision Goal 2:**

Use transitional devices to help connect your ideas.

1. Transitions are the glue that holds the ideas of your essay together. Use transitions that will move the reader from idea to idea. The right transitions will help to explain your details and help your writing flow smoothly.

2. Highlight in **orange**, the transitions between your paragraphs. Use transitions between paragraphs to connect the main ideas to the controlling idea/thesis statement. Use the Word Bank to help you!

* **Revision Goal 3:**

Give your essay a strong conclusion.

1.  Identify your conclusion. If you do not have a conclusion, add one now. Your conclusion may summarize your essay or it may leave your readers with something to think about.

**Language Use**

* **Revision Goal 1:**Choose your words carefully.

1.  Highlight, in **green**, the details in your essay. Details are those words that answer the questions who, what, when, where, why, and how.

2.  Underline the words or phrases you used too many times and replace them with synonyms (words that mean the same) or more specific words. Use the Thesaurus to help you.

3.  Use your five senses (sight, sound, touch, smell, taste) to describe your details and ideas. Use the Word Bank to help you think of more words.

* **Revision Goal 2:**Use a variety of sentences to make your writing interesting.

1.  Highlight, in **purple**, any sentences that are too long and include more than one idea. Separate your ideas into one or more sentences.

**Grammar and Mechanics**

* **Revision Goal 1:**Eliminate errors in spelling, punctuation, grammar, and mechanics.

1. Read your writing. You may want to read out loud (to yourself), so that you can hear many of your mistakes and correct them.

2. Correct any spelling errors using the spellchecker. Then, make your readers SMILE by doing the following:

**Sentences:** Make sure each sentence has a subject and a verb (an action).

**Marks:** End each sentence with a **punctuation mark**.

**Indents:** Indent when you begin a new paragraph

**Letters:** Start each sentence with a **capital letter**.

**Editor:** Click on MY Editor for more ways to improve your writing.