Levels of revision

* Document
  + Stylesheet
  + Tone
* Paragraph
  + Topic sentence
    - Does it link back to the thesis?
  + Are there quotations integrated into grammatically correct sentence?
  + Is the evidence explained/analyzed?
  + Is there a concluding sentence?
  + IS the paragraph 5 or more sentences long?
* sentence
  + Active voice
    - Passive to Active Voice
      * The puck was shot, a goal was scored
        + By who?
        + He shoots he scores!
      * A woman was attacked on campus last night
        + By who?
        + Man attacks woman on campus
      * Afghanistan was invaded in 1919, 1929, 1930, 1979, and 2001
        + The british invaded Afghanistan in 1919, the Soviets in 1929, 1930 and 1979, and NATO forces in 2001.
  + A mixture of sentence structures (simple, compound, complex)
  + Dangling and misplaced modifiers
    - Could alter the meaning of a sentence
  + Verb:word ratio is as low as possible
* Word

Active Voice

To Be verbs

* Is
* Are
* Was
* Were
* be
* Being
* been
* To be
* Careful with:
  + Have
  + Has
  + Had
* Don’t have an “ed” ending!

**Subject-Verb-object** is best

Commas

* Five rules
  + Introduce the subject
    - “Finally, the design is completed”
    - “If the design meets the objectives, we will get a raise”
  + Interrupt the subject and verb
    - Paired commas
    - Removing the words between the commas, the meaning wouldn’t change
    - “The rules, thankfully, are easy to learn.”
    - Do not interrupt essential phrases or clauses
  + Indicate a list
    - Listing 3 or my items
    - “I love cooking, my family, and my pets”
    - Don’t use between items that are not serial
      * “A panda eats shoots, and leaves
  + Oxford comma
    - Before the and in the last item in a list
  + Before a coordinating conjunction
    - FANBOYS - for, and, nor, but, or, yet, so
  + Indicate a nonessential element
* Semi-colons
  + Separates independent clauses
  + Forces the reader to take a small pause
  + Separates complex list items
  + When to use
    - When you want to join 2 independent clauses without a coordinating conjunction (FANBOYS)
    - When you w