

REVISION STRATEGIES

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Revision usually works like arithmetic and in this order:

First,

ADDITION

(adding something that is not there: facts, logical argument, details, examples, illustrations, statistics, *ad infinitum*.)

Next,

MULTIPLICATION

(increasing what is already there; twice as many facts, logical arguments, details, examples, illustrations, and so on.)

Then,

DIVISION

(“chunking” into paragraphs, moving things around, organizing the parts in a different way, and so on.)

Finally,

SUBTRACTION

(taking out unnecessary words, material, sharpening diction, working on tone and audience consciousness, honing arguments, working on stylistic devices).

Being process, any of these can be — and usually is, with skilled writers — recycled and used again... and again.