

What you'll start with...

Jessica rode her bike on the empty streets. The clock in the church struck eleven o'clock. Jessica turned down Western Avenue. Racing as fast as she could. Jessica coasted to a quiet stop in front of the house. No lights shone in the house. Jessica opened the front door slowly and shut it without a sound.

What you'll get....

1. Jessica rode her bike on the empty streets.
2. The clock in the church struck eleven o'clock.
3. Jessica turned down Western Avenue.
4. Racing as fast as she could.
5. Jessica coasted to a quiet stop in front of the house.
6. No lights shone in the house.
7. Jessica coasted to a quiet stop in front of the house.
8. Jessica opened the front door slowly and shut it without a sound.

What you can do once it's printed....

- Look at sentence lengths (Variety? Run-ons? Combinations needed?)
- Look at beginnings of sentences
- Highlight verbs. (Repetition? Mixed tenses? Passive voice?)
- Highlight words used more than once.
- Highlight descriptive words and phrases
- Highlight emotional words, vocabulary words related to content

Directions for

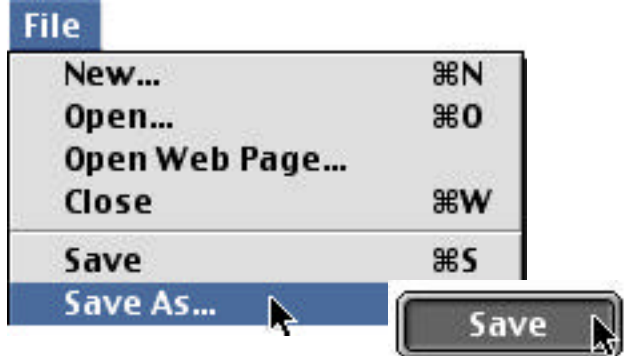
Revision Strategy

with MS Word

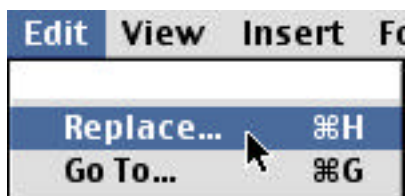


BEFORE YOU START, BE SURE TO **SAVE YOUR WRITING!!**

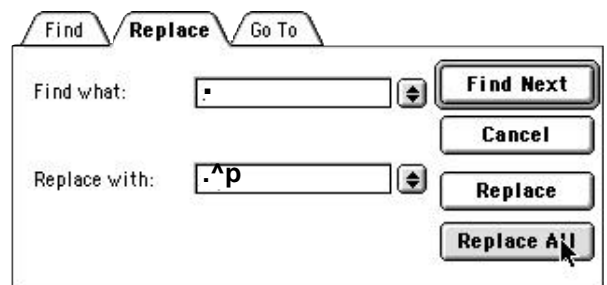
1



2 Go to the **Edit** menu and choose **Replace**.



3 Have the computer find all of the periods and replace them with a **period and a paragraph**.

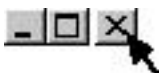


*Note: ^p is the symbol for paragraph. Hold down **shift & 6** to make a ^*

4 Click **Replace All**.



Close the Find and Replace window.



5 Go to the **Edit** menu and choose **Select All**.



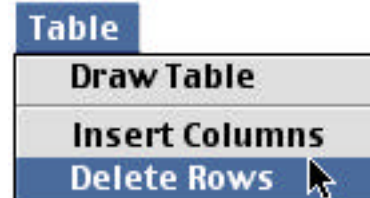
6 From the **Table** menu, choose **Insert Table**



7 **Highlight** any blank rows or rows that you do not want to include.



Delete the blank rows you don't want.



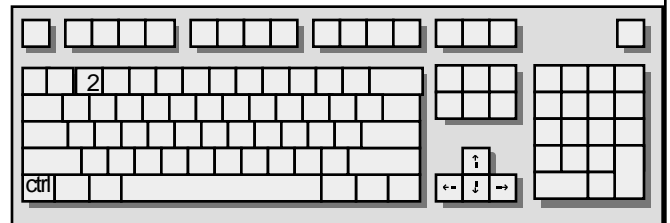
8 Go to the **Edit** menu and choose **Select All**.



Click on the **numbering button** on the toolbar to number your sentences.



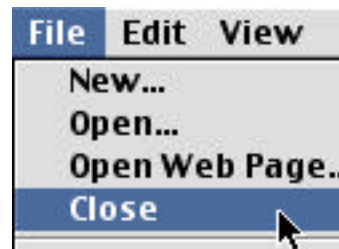
9 Hold down the **CTRL** key and press **2** on your keyboard to double space your writing.



10 **Print** out your writing.



11 **Close** your writing.



DO NOT SAVE CHANGES!!

