

Revising your draft:

I encourage you to hand in a draft for several reasons. First, I can try to spot grammatical errors or problems with references. Second, I can let you know whether or not you are on the right track. Most importantly, I can suggest ways for you to make your paper stronger.

If I think that something is missing or off-track, I usually don't just tell you what the "right" answer is. Instead, I ask you a question that should point you in the right direction. By thinking about these questions, you should be able to see for yourself what is missing, and this should help you learn the material better. However, I do *not* want to confuse you! If you are unsure what I am asking you, please email me so that I can clear up any confusion.

So, revising your draft involves more than just "fixing" a few spelling problems. This means that it will take you more than a few minutes to revise your paper. You may need to add more details, clarify a few ideas, or reconsider some of the points that you made.

Warning! Do not panic if you see a lot of "red" or many "comments" on your paper. When you take time to hand in a draft, I try to take time to suggest ways that you could improve it. Even students who would have received an "A" on their paper will see a lot of suggestions: everyone (including me!) can always learn ways to improve their writing.

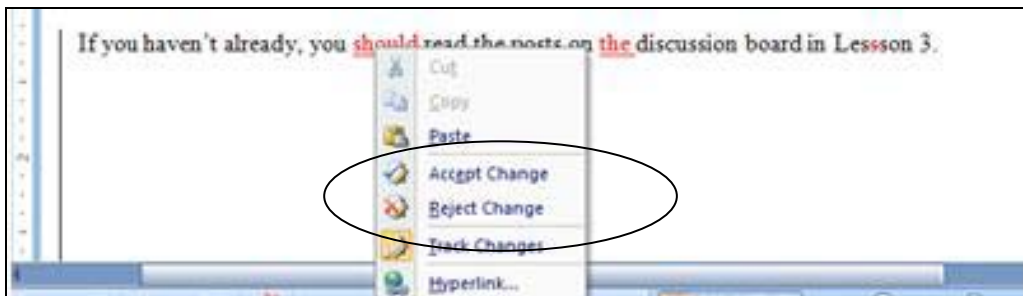
I use two different methods to "mark" your drafts:

1. **Track changes:** This feature lets me suggest how you could change a word or sentence. Depending on your version of Word, it will look like someone crossed out some words or added others. For example:

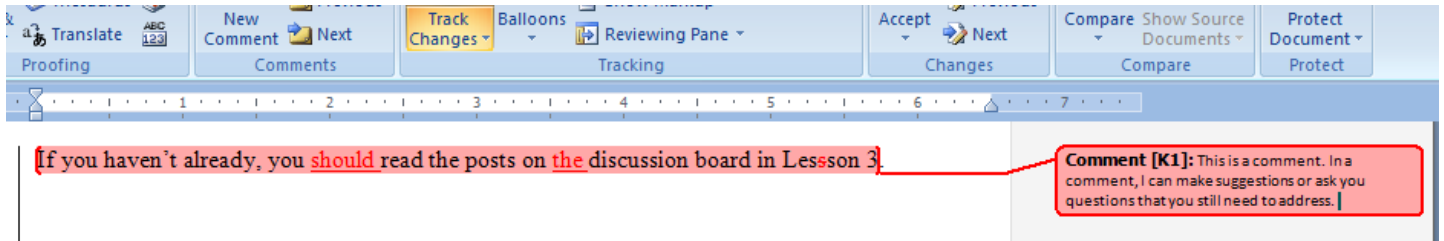
| If you haven't already, you ~~should~~ read the posts on ~~the~~ discussion board in ~~Lessson~~ 3. If you |

Here, you can see that I suggest the words "should" and "the" need to be added and that the word "Lesson" has too many s's (so I crossed out one of them).

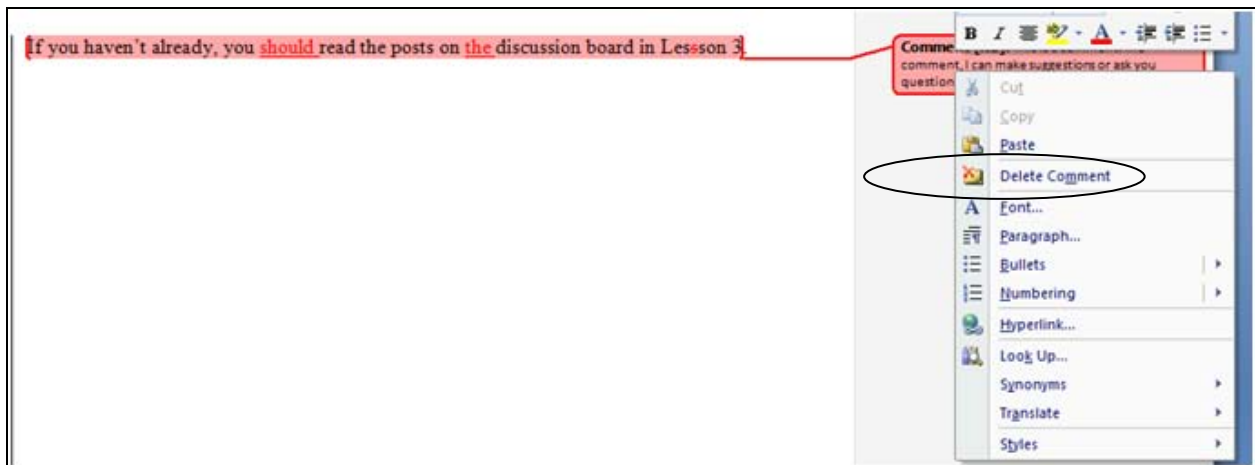
To make these changes, you can open up your original document and make the change by hand. Or, you can right click on the suggested change, and choose "Accept change" (if you agree with my suggestion) or "Reject change" (if you want to keep it the way that it was). Choosing "Reject change" will be the easiest way to get rid of the comments that I wrote at the end of the document.



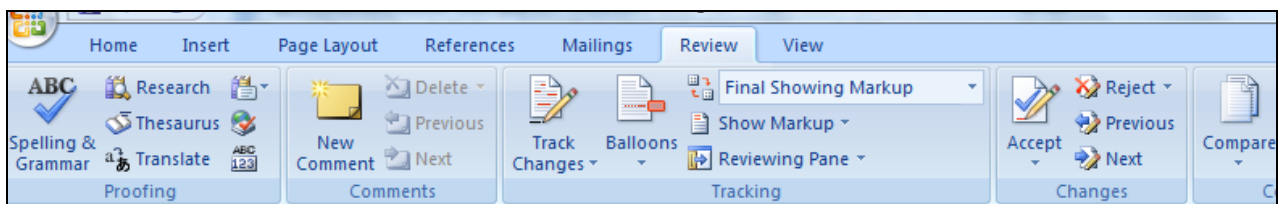
2. **Comments:** This feature allows me to make suggestions. Many times, I will point out something that I am confused about or ask a question that you may want to address in your final paper. The comments should be automatically displayed (like shown below), but if you don't see any comments, let me know and we can try to troubleshoot what the problem is.



To delete a comment, right click on the comment, and then select “Delete Comment.”



In Word 2007, you can find all of these options under the “Review” tab as well:



To turn off track changes (so that any changes you make aren't marked):

Word 2007: Select the “Track changes” button under the review menu above

Word 2003: Go to “Tools” and select “Track changes”

Hopefully this helps you get started revising your draft. Let me know if you have any questions. I look forward to reading your final paper!