

## The Functions of Revision

1. Altering form--Changing tone, voice, point of view, person, style.
2. Organizing Information--Reorganizing ideas, sections, paragraphs, sentences, words.
3. Creating Transitions--Connecting ideas, sections, paragraphs, sentences, words.
4. Deleting Information--Removing ideas, arguments, descriptions, sections, paragraphs, sentences, words.
5. Expanding Information--Adding ideas, arguments, descriptions, sections, paragraphs, sentences, words.
6. Emphasizing Ideas--Reorganizing sections, paragraphs, sentences, words; changing syntactic structures.
7. Subordinating Ideas--Reorganizing sections, paragraphs, sentences; changing syntactic structures.
8. Creating Immediacy--Using direct quotes, first or second person, participles; changing tense, voice; expanding description.
9. Improving syntactic structures--Changing sentence, clause and phrase patterns; changing prosodic patterns.
10. Improving language usage--Changing words, metaphors, similes, parallel construction, other rhetorical devices.
11. Cleaning Up--Correcting grammar, punctuation, capitalization, word usage, spelling, graphic representation.

From: Carolyn Boiarsky, "THE ELEVEN FUNCTIONS OF REVISION"

*Editing is a part  
of revising, but it's  
not the heart of it*