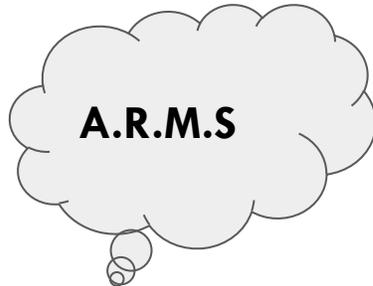


## Revise



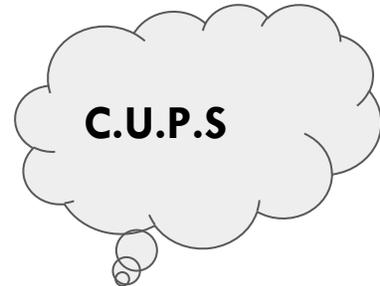
**ADD** - sentences and words

**REMOVE** - words or sentences you don't need

**MOVE** - change a word or placement of a sentences

**SUBSTITUTE** - trade words or sentences for new ones

## Edit



**CAPITALIZE** - names, places, titles, months, etc.

**USAGE** - nouns and verbs are used correctly

**PUNCTUATION** - periods, quotes, commas, semicolons, apostrophes, etc.

**SPELLING** - check all words, look for homophones, use a dictionary