

Revise



A.R.M.S

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



C.U.P.S

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