**Global Revision Worksheet**

Record your answers to the “Global Revision Workbook” online module here. Your instructor may ask you to submit it along with a revised draft. As always, make sure you carefully follow your instructor’s directions for submitting your work.

**Type your name:**

**Step 1: Testing Your Introduction**

Revise your introduction so that it meets the three stated goals. Then copy and paste below the parts of your introduction that:

1. focus the reader on your topic:

2. make an arguable claim:

3. preview the direction of your argument:

**Step 2: Reverse Outlining**

Copy and paste your thesis here:

Number each body paragraph in the margin of your draft (not including introduction or conclusion). Then, for each one, fill in the following chart. (You may add lines if you need to by going to the “Table” menu and selecting “Insert” and “Rows Below.”) Feel free to revise anything you would like to as you work through this process.

|  |  |  |
| --- | --- | --- |
| Paragraph number | What is the main point? | Finish the following sentence: “This paragraph supports my thesis by…” |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

**Step 3: Reverse Outlining Continued**

Looking over what you did in Step 2, take some time to think about the questions posed in Step 3 of the module, and then revise your body paragraphs as necessary. When you’re finished revising, write a short paragraph below describing what you changed and how it improves the flow of your paper.

**Step 4: Testing Your Conclusion**

Revise your conclusion so that it meets at least the first two of the three stated goals. Then copy and paste below the parts of your conclusion that:

1. synthesize your argument:

2. tell us about the argument’s larger significance:

Congratulations! You’ve finished the Global Revision Workbook. Make sure to save this worksheet, and follow your instructor’s directions for submitting your work.