

Revision in context

- ✓ **Transitions:** decide how what follows relates to what came before, then pick the word
- ✓ **Order:** follow dates, seasons and sequence words — adolescence doesn't come before childhood
- ✓ **Pronouns:** trace each back to its antecedent, which usually comes **before** it
- ✓ **Examples** sit right after the claim they support
- ✓ **Wordiness:** cut what repeats, keep what matters
- ✓ (*As it is now*) is often right

Wordiness and voice

- ✓ Cut repetition: a *daily* routine is already done *every day of the week*; *each and every* → *all*
- ✓ But keep the meaning: *Marcy ironed all her shirts* — not just *her shirts*, if *all* is the point
- ✓ **Active** over **passive**: *Sue threw the ball*, not *The ball was thrown by Sue*

Transitions by relationship

- | | |
|-------------------------|---|
| Contrast | <i>however, nevertheless, nonetheless, conversely, in contrast, still, yet</i> |
| Cause and effect | <i>consequently, therefore, hence, as a result, thus</i> |
| Addition | <i>additionally, also, moreover, besides, similarly, likewise</i> |
| Sequence | <i>first, second, next, then, finally, after that, afterwards, before, previously, later, until</i> |
- ✓ *Nevertheless* means despite an obstacle; *anyway* dismisses what came before
 - ✓ *Next* fits a list of steps that aren't numbered; *after* can't stand alone — *after that*

A Capital letters

- ✓ **Proper nouns:** people and their titles, places, nationalities, languages, religions, holidays, days, months, brands, political parties
- ✓ A full institution name, but not a school subject: *Welsh*, *French*, *Towson University* — but *physics*
- ✓ *I*, always; and the first word of a quoted sentence

AB Easily confused words

Words	Tell them apart	Words	Tell them apart
accept / except	take / leave out	imitate / intimate	copy / hint
affect / effect	to influence (verb) / a result (noun)	its / it's	belonging to it / it is
allude / elude	refer to indirectly / escape	lay / lie	put something down (takes an object) / recline
allusion / illusion	a reference / a false appearance	set / sit	put something down (takes an object) / be seated
appraise / apprise	set a value / inform	loose / lose	not tight / misplace
ascent / assent	a climb / agreement	passed / past	went by (verb) / an earlier time
breath / breathe	the noun / the verb	precede / proceed	come before / go on
capital / capitol	money, or a chief city / the building	principal / principle	main, or a school's head / a rule or belief
cite / site / sight	quote a source / a place / something seen	stationary / stationery	not moving / writing paper
climatic / climactic	of climate / of a climax	than / then	compares / time
complement / compliment	completes / praises	there / their / they're	a place / belonging to them / they are
elicit / illicit	draw out / illegal	to / too / two	toward / also, excessively / 2
ensure / insure	make certain / cover with insurance	weather / whether	rain or shine / if
farther / further	physical distance / figurative distance	whose / who's, your / you're	belonging to / who is, you are