

## **REVIEWING YOUR PAPER**

### **1) Set it aside for a few days, or even a few hours.**

Then, with “fresh eyes”, read it carefully, and ask yourself:

- Is everything here?
- Is it in the right order?
- Is it easy to understand?
- Does it “flow”? (Try reading it out loud)
- Are there obvious mistakes?

### **2) “User-test” your paper.**

Have others read your paper and point out:

- Words they don’t understand
- Sentences that are too long, or confusing
- Information they need that is missing
- Information you gave that they don’t need
- Information provided in the wrong order, or wrong format

### **3) Make the necessary corrections.**

### **4) Go back through “Step 1”, above.**

### **5) Turn in your paper (and give yourself a reward!).**