

## SECTION OVERVIEW

### 2.3: Revising and Presenting Your Writing

Just when you think the production of your document is done, the revision process begins. Runners often refer to “the wall,” where the limits of physical exertion are met and exhaustion is imminent. The writing process requires effort, from overcoming writer’s block to the intense concentration composing a document often involves. It is only natural to have a sense of relief when your document is drafted from beginning to end. This relief is false confidence, though. Your document is not complete, and in its current state it could, in fact, do more harm than good. Errors, omissions, and unclear phrases may lurk within your document, waiting to reflect poorly on you when it reaches your audience. Now is not time to let your guard down, prematurely celebrate, or to mentally move on to the next assignment. Think of the revision process as one that hardens and strengthens your document, even though it may require the sacrifice of some hard-earned writing.

#### 2.3.1: General Revision Points to Consider

#### 2.3.2: Specific Revision Points to Consider

#### 2.3.3: Style Revisions

#### 2.3.4: Evaluating the Work of Others

#### 2.3.5: Proofreading and Design Evaluation

#### 2.3.6: Additional Resources

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