

# REVISE

VS.

# EDIT

A.R.M.S

**Add** - sentences and words

**Remove** - words or sentences you don't need

**Move** - change a word or placement of a sentence

**Substitute** - trade words or sentences for new ones

C.U.P.S.

**Capitalize** - names, places, titles, months, etc.

**Usage** - nouns and verbs are correctly used

**Punctuation** - periods, quotes, commas, semicolons, apostrophes, etc.

**Spelling** - check all words, look for homophones, use a dictionary