

## LUC WRITING CENTER – “HOW TO DO A REWRITE”

Sometimes your teacher, especially in UCWR 110, will allow you to do **rewrites** of some or all of your papers for a replacement grade. You will hear this information in class from your teacher, and usually will find this rewrite policy specifically described in your **class syllabus**.

If you can revise your paper, there are **several things you can do** to make a much better grade on your rewrite:

1. When you get your graded paper back, **read your teacher’s comments**. Make a **list of the issues** that your teacher points out and **state where these issues are in your essay** (i.e. *Craft a stronger thesis with a more specific argument on page 1. Make a longer topic sentence on the top paragraph of page 2 and explain your quotation more in the bottom paragraph of page 2*). This list will make it easier for you to make all changes and cross them off without forgetting any issues that require correcting, whether they are minor spelling and grammatical errors, or more significant structural, thesis, or content-related problems.
2. **Email your teacher to make an appointment during office hours**. Even if your teacher has open office hours and allows students to drop by, it’s a good idea to pay your teachers the courtesy of making a formal appointment and putting it on your calendar (See “Email Etiquette” on the Application Portfolios page). During this meeting, ask your teacher how you can improve your paper, request clarification on any comments you didn’t understand on your graded paper, and take notes on what your teacher advises.
3. **Make an appointment with the Writing Center to plan your rewrite and/or to correct your finished rewrite**. Set up this appointment early so that you have plenty of time to work on this rewrite and the whole process doesn’t feel rushed. Ask the tutor to send a copy of your appointment report to your instructor so that your efforts to improve your paper grade are noted!
4. **Ask a friend to read your rewrite**. Do they have any issues with it? If they read your previous draft, ask if, in their opinion, the new draft is clearer, more informative, and better written.
5. **Read your paper out loud to yourself** to catch any awkward-sounding sentences or misspellings (See “How to Proofread” and “Reading Aloud to Revise”).
6. When you turn in your paper rewrite, make sure you do so by the **deadline** mentioned in the syllabus or in class. **Follow all guidelines related to turning in paper rewrites**. For instance, your teacher will probably want you to turn in all your previous drafts of the paper along with your new rewrite so that he or she can see exactly how you have corrected and improved your paper according to their suggestions and as part of your own editing (See “Turning in an Essay and/or Essay Portfolio”).