

# REVISE

# EDIT

ARMS



**A**

Add  
Sentences  
and words

**C**

Capitalize titles,  
names, places,  
months, titles,  
sentences, and I

**R**

Remove  
unneded  
sentences and  
words.

**U**

Usage:  
Match nouns and  
verbs correctly

**M**

Move parts  
around until  
they make  
sense.

**P**

Punctuation  
. ? ! , " "

**S**

Substitute  
words or  
sentences for  
others.

**S**

Spelling:  
Check all words