

Written Report Revision

Editing and rewriting are important aspects of writing and lead to a more useful final report. Now that you have had a chance to let your written report "cool off," you can read it again more objectively in light of your graders' comments. This should allow you to clean up typos, reorganize and clarify ideas, and hopefully improve upon the analysis of your investigation.

You will be graded on how well you respond to the graders comments and on the quality of the final product. If you wrote a good first version of the report, this should make the revision easier, but it does not guarantee a significant improvement in your grade. Conversely, a low grade on the first version may mean more effort in the revision, but this effort will be rewarded.

The following requirements apply to revisions:

- Submit your revision no later than one week after you received the original graded version. Give it to the person who graded the original.
- Return the revision together with the original report. The original must include the grade sheet and have all pages intact.
- Respond to all comments in the report and the general comments on the grade sheet. Don't assume that simple re-wording will suffice. Some sections may require a complete change in form and/or content.
- Make your revisions easy for the grader to reward. Attach a short note documenting your changes. Where appropriate, note -- with a highlighting marker or margin comment -- the elements you've improved. (Don't highlight minor changes, such as grammar or spelling corrections.)
- Avoid revising in a way that creates inconsistencies elsewhere (for example, changing figure numbers but forgetting to change the text references).