

- As you read through your draft, pretend to be someone else—someone who agrees with you, someone who disagrees with you, someone who is surprised by your ideas. Be anyone! Make comments in bold text as you read, inserting your remarks wherever they apply. Assuming a different point of view will help you look at your writing in a different way, and may even give you ideas for how to revise your paper.
- Read through your draft. Underline all the words you're not sure about. Use the dictionary to see if you used the word correctly, or use the thesaurus to help you find a better word. Be sure to recheck the dictionary after you use the thesaurus—sometimes synonyms can change the original meaning of your sentence.
- Use the bold and underline tools to make words and sentences stand out. Underline your topic sentences, for example, then read through your draft quickly, looking only at these sentences. Get a sense of your draft's organization. Is it clear? Does it move logically from one paragraph to the next?