**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revising Using ARMS**

**What does ARMS stand for?**

* **A**dd
* **R**emove
* **M**ove
* **S**ubstitute

**When do we ADD to a piece of writing?**

* + If your piece is so short that it **does not make sense**, add.
	+ If your audience could be **confused**, add.
	+ If your paragraphs are **less than four sentences**, add.
	+ If you know **you can make it sound better**, add.

**When do I REMOVE a word, phrase, or sentence from my writing?**

* + If it does **not move the piece forward**, remove.
	+ If it is **random or awkward**, remove.
	+ If you added an **extra word** accidently, remove.
	+ If you have already said something else that is **very similar**, remove.
	+ If your comments are unnecessary, remove. For example, “In this essay I am going to tell you…”

**When do I MOVE a word, phrase, or sentence?**

* + If it is in the **wrong place**, move.
	+ If it would make **more sense** somewhere else, move.
	+ If you accidently **mixed up the order** of words, move.

**When do I SUBSTITUTE words?**

* + If you used a **boring word** (such as sad, ran, or cool), substitute.
	+ If there is a **more specific word** you can use, substitute.
	+ If you used the **wrong word** accidently, substitute.