

Name: _____

Revising Using ARMS

What does **ARMS** stand for?

- Add
- Remove
- Move
- Substitute

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** accidentally, 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 accidentally **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** accidentally, substitute.