

Revising Using ARMS

What does ARMS stand for?

- Add
- Remove
- Move
- Substitute

Add

- 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.

Remove

- 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...”

Move

- 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.

Substitute

- 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.