

## Revision Tips

### General Tips

- Say more with fewer words.
- Break your thoughts up into two sentences instead of one long one.
- Count how often you start sentences with “I.”
- Pay attention to how many sentences in a row start with introductory phrases.
- Write in your own voice, not someone else's.
- Create smooth transitions from one paragraph to another.

### Keep the Prompt Prominent

Put the prompt at the top of your draft so you don't lose track of the question.

Always include the prompt when asking someone else to review your work.

### Save Your Drafts

Save each draft of your statement separately so you can go back to previous ideas if needed.

### Some Reviewing Strategies

#### 1. Reading Aloud

Reading your statement draft aloud to yourself can help you “listen” to what you've written. Does what you wrote reflect what you are trying to say?

Ask someone reviewing your draft to read it aloud to you.

#### 2. The Take-Away

Ask yourself what you want your readers' take away to be from each paragraph, even sentence. Do you feel you have achieved this? If not, go back and rework your writing.

#### 3. Color Coding

Color coding can help you see:

- if you've answered all parts of a prompt
- how you've organized your thoughts
- if you've given more space to one part of the prompt at the expense of another

**Step 1: Color code your prompt. Use a different color for each part that you numbered earlier.**

*Your Statement of Purpose should be concise, focused, and well written. It should describe succinctly (1) your reasons for applying to the proposed program at*

