

## Playing cards for editing your work

Architecture	Summary	Language	Tests
A1. List the things which you are going to talk about	S1. Write what the key point is that you're trying to make	L1. Redraft the text in shorter sentences	T1. Ask questions: what, when, who, where, which, whether, how, why?
A2. List what you think about the things which you are going to talk about	S2. Summarise your argument on one side of A4.	L2. Check the punctuation. What happens if you change it?	T2. Ask what arguments there are <i>against</i> what you are saying (ie play Devil's advocate)
A3. Identify cause and effect	S3. Write an abstract.	L3. Where have you used different words to refer to the same thing?	T3. Ask what arguments there are <i>in favour of</i> what you are saying.
A4. State your hypothesis.	S4. Summarise your argument in a sentence.	L4. Where have you used the same word for more than one thing?	T4. Do more with your best idea.
	S5. Summarise your argument in a diagram.	L5. Identify your signpost words and phrases ( eg. <i>although, because, however, therefore</i> )	
	S6. Write your 'elevator speech'.	L6. Rewrite the text for a different reader (e.g. a friend at university who is studying a different subject/ your mum etc)	

*Adapted by UEA Learning Enhancement Team from Anthony Haynes, The Professional and Higher Partnership.*