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| **Original** | **Revision** | **Explanation/Rule** |
| Punctuation | Add “and” to combine ideas | No need to made a run on sentence when it can be shortened by said --- and ---- to sum it up. |
| Continue in one point in time | Stay in past since she is writing about something that already happened | Either choose past or present, switching back and forth can confuse the reader |
| Separate Alison & Amy | Make clear which character is being talked about. | Different names become confusing, create characteristics for each character to make clear who is being talked about. |

Genre 1

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| **Original** | **Revision** | **Explanation/Rule** |
| **Original** | **Revision** | **Explanation/Rule** |
| Format | Align bullets and titles, as well as using similar fonts. | Having a more uniform format will make my over all piece look more professional. |
| Spelling | Make sure everything is spelt right and in the right tense. | Spelling errors look silly and make the piece unprofessional. |
| Word choice | Make sure the word choice agrees with the tense of the sentence. | The word choice can make the information hard to understand if the wrong words are used. |

Genre 2

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| **Original** | **Revision** | **Explanation/Rule** |
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Genre 3