**Higher Order Concerns (HOCs)**

1. If you have not already done so, go through your draft and make a reverse outline. Then, using that reverse outline, consider your organization and the ideas you discuss, and use the reverse outline to create a new, detailed outline with a purposeful organization.
2. Use the new, detailed outline to write your next draft IN A NEW DOCUMENT. Do not overwrite the old draft.
3. Once you’ve written a new draft, consider your introduction and conclusion. What work are they doing for you? What do they add to your essay?
4. Compare your essay with the essay goals (both the goals in the prompt and your own goals for this essay). Have you met them? If not, what more do you need to do in order to meet them?
5. Are your ideas clear? (This will be asked again during LOCs.)

**Lower Order Concerns (LOCs)**

Use what you know about punctuation, sentence length, sentence style, and sentence structure to work on the following questions.

1. Read your draft with an eye for sentence length. Do you notice any patterns? Do you repeat the same length/style often? If so, how and where can you change that most effectively?
2. Read through your sentences with an eye for parallel structure. Make sure you maintain the same structure in lists—use consistent verb tenses, make sure clauses that repeat a similar idea or repeat examples of an idea maintain the same grammatical patterns, etc.
3. At the same time, check to make sure repetition is meaningful—that is, check and see if you have several sentences in a row that start the same way and therefore become repetitive, like “He said this. He did this. He thought this. He did not think this.”
4. Identify sentences in what you’ve written that you think are particularly important. How can you use rhetorical grammar to emphasize the importance of these sentences?
5. Are all of your sentences clear? Have you read your draft aloud?

**Final steps**

1. Have someone else read it. If you have any specific concerns, ask you reader to read the essay with those concerns in mind. They can also read through it and identify confusing sentences that are difficult to identify if you wrote them yourself.
2. Proofread your final draft before submission. (Read it aloud again!)