

## **English Department Writing Revision Policy**

Part of learning how to write well is learning how to revise effectively. Revision is more than just editing a paper or correcting typos and grammatical errors. It entails extending the thinking about the subject of the paper; considering new structures and devices that could be used to increase the level of clarity and underscore the meaning; and making changes to the style, voice, semantics, and syntax in order to further enhance the reader's understanding. Offering students the opportunity to revise their thinking and their work is directly aligned with the district's Westport 2025 initiative, and, since this is such an important part of the writing process, the English Department is dedicated to helping students develop this writing skill. As such, students are expected to schedule conferences with their teacher, share their early drafts with peers to gather additional feedback, and commit the time and effort to taking their writing to the next level. (Conferences scheduled specifically to address possible revisions should be focused on writing the student has taken as far as he can independently.) Though the online gradebook for early drafts of papers may reflect a "TI" for "turned in" or a "NHI" for "not handed in," only the final draft of a paper or product will count toward the quarter grade. Students who turn in late drafts or skip other portions of the writing process may be penalized on the final grade and/or lose the opportunity to revise.