

## Completing the **Action Plan**

One to three ideas to improve the organization, tone, or word selection of your writing. When will you do it?

What's one idea to make your writing more persuasive? When will you do it?

Changes needed in formatting, style, or stationery? List them.

What will give your writing more personality?

Proof-reading step(s) you need to include in your reviews.

Thinking clear and logical steps . . .

Sentence and paragraph suggestions that will help.

*You've been given a valuable "gift" of 15 minutes to plan and think about improvement. Use it wisely!*