

Procedural Documents

REVISING AND EDITING 1

The following model is an excerpt from a draft that one student wrote.

Directions: Use the following suggestions to revise and edit the excerpt. Mark your changes on this page. Then copy your corrected draft on a separate sheet of paper.

- Use proper grammar and spelling.
- Use the correct format.
- Maintain an appropriate tone for the audience and purpose.

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Employment Objective

I am looking for an after-school and Summer job in a retail environment.

Work Experience

- 2005–present Baby sitter
- Summer 2007 Cashier at Family Mart
- Summer 2006 Lifeguard at community pool (This job was awesome!)
- Summer 2004 Volunteer at animal shelter

Education

- University of Southern California, expected graduation Class of 2011
- Mather High School, Class of 2007; Honor Roll
- Tokeneke Middle School, Class of 2003

Activities and Accomplishments

- First Place State Math Competition, 2000
- Presidential Council on Physical Fitness Award, 2005
- Girls' lacrosse team, 2003–2004
- Flute Player, Mather Mongoose Marching Band, 2004–2007
- Short Story included in annual collection of student writing, 2006
- Editorial Assistant, 2007 Mather yearbook
- Helping Paw Animal Shelter, 401 Michael Street, Pasadena, CA
- Phone numbers of families I've baby-sat for, available upon request