You will need the following colors to identify key elements to your writing assignment. This will help you recognize what you will need to revise and edit.

* Orange

Use this color to identify what **they say:** this should include the **summary** you use to introduce Rifkin or Braithwait’s main points/claims. This generally is at the beginning.

* Blue

Use this color to highlight your **position and main Claims/points**. This is usually a sentence or two and you may have more than one if you are addressing a number of points or issues.

* Yellow

Use this color to identify the **evidence** you use to support your points/arguments. The evidence you use may include:

 Facts

 Statistics

 Examples

 Anecdotes/personal stories

 Personal observations

\*The evidence may be your own, from Rifkin/Braithwait, or other sources you may have researched on your own.

* Green

Use this color to highlight your **commentary**, this includes anywhere you **explain** the evidence, or analyze the facts and statistics, or where you talk about your observations. This is where you help explain the evidence and really support your points. $$$$

* Put a box around **key words and terms** that you use from the article. If you don’t have enough, then mark or box areas where you need to add those key words/terms.

* Circle all the **verbs.** Then make sure that you replace weak verbs with stronger verbs to make your writing lively.
* Look at your **conclusion**, put a big **W** to show where you left the reader some **wisdom** about this issue **or**

Write **So What?** If you answered the so what question about this issue, telling the reader why this is important and why they should listen to you.