

# How to Address



## Higher Order Concerns and Lower Order Concerns

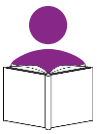
### Higher Order Concerns

**1<sup>st</sup>**

Always address these first



Walk away from the document for a while to gain a fresh perspective



Read through the document with these concerns in mind



Use heuristics to review document



Consider feedback from other readers



Make sure it follows the assignment

### Lower Order Concerns

**2<sup>nd</sup>**

Address these after higher order concerns are resolved



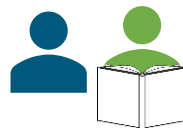
Use a printed copy for a detailed review



Read the document aloud



Spell / grammar check



Have someone else read



Focus on only 1-3 things at a time; don't try to tackle all changes in one session