

Track Changes worksheet

This activity helps you to make writing clear and to practise using Track Changes in Word. You will work slowly and safely with a partner.
Remember: mistakes are normal. You can undo anything.

Step 1: Turn on Track Changes

1. Open the document from your tutor.
2. Click the **Review** tab at the top of Word.
3. Click **Track Changes** to turn it on.
4. Your changes will now show in red.

Step 2: Read the paragraph

- Read the paragraph slowly.
- Underline or highlight words that are too long.
- Notice sentences that are confusing.
- Explain the meaning in your own words to your partner.

Step 3: Simplify the writing

Use these ideas:

- Make sentences shorter.
- Use simple words.
- Remove words you do not need.
- Keep ideas in a clear order.

Example: *Due to the fact that* → *Because*

Write one simpler sentence:

.....

.....

.....

.....

Step 4: Reorganise the ideas

- Put the main idea first.
- Start a new line for a new idea.
- Move sentences up or down if it helps.

Write one sentence you moved and why:

.....

.....

.....

Step 5: Check your edited paragraph

- Is it easy to read?
- Are the sentences short?
- Does the order make sense?
- Can someone understand it the first time they read it?

One thing you improved:

.....

One thing you still find difficult:

.....

Step 6: Save your work

1. Keep Track Changes on.
2. Save your file with your name.
3. Show your work to your tutor or partner.