

Name:

Date:

## Steps of the Writing Process

A). Please match the steps with the description. Use the words below in the box. You can also refer to the PowerPoint for the notes.

Drafting	Publishing	Editing	Revising	Prewriting
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\_\_\_\_\_ Think about a topic, Make your plan, Draw pictures, and Gather thoughts.

\_\_\_\_\_ Create you final copy-complete with all corrections.

\_\_\_\_\_ Add- What does the reader need to know?  
Remove-What unnecessary information needs to be done taken out?  
Move around- is the information in logical order?  
Substitute- What order or details can be replaced to make it clearer or more vivid?

\_\_\_\_\_ Put thoughts, feeling, and ideas down on paper. Don't worry about spelling, grammar, or punctuation

\_\_\_\_\_ Check spelling, capitalization, punctuation, grammar sentence structure, and word usage.

**B). Put the Writing Process in the correct order. Refer to the PowerPoint for the notes.**

1).
2).
3).
4).
5).