

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Steps of the Writing Process

Please match the step with the description.  
Use the words in the box below.

Publishing	Revising	Editing	Prewriting	Drafting
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- \_\_\_\_\_ Think about a topic  
Make writing plan  
Draw pictures  
Gather ideas and thoughts
- \_\_\_\_\_ Put thoughts, feeling, and ideas down on paper  
Don't worry about spelling, grammar, or punctuation
- \_\_\_\_\_ **Add** - What does the reader need to know?  
**Remove** - What unnecessary information needs to be taken out?  
**Move around** - is the information in logical order?  
**Substitute** - What words or details can be replaced to make it clearer or more vivid?
- \_\_\_\_\_ Check spelling, capitalization, punctuation, grammar, sentence structure, and word usage
- \_\_\_\_\_ Create your final copy - complete with all corrections.