

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 |
|----------|------------|---------|----------|------------|
|----------|------------|---------|----------|------------|

\_\_\_\_\_ 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.**

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