

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

_____ 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.