

Writing Process Checklist

Prewriting

- _____ Make a web with a specific central idea
- _____ at least five ideas around the central idea

Drafting

- _____ rough draft handed in
- _____ have you thought about your purpose for writing
- _____ audience for which you are writing is clear
- _____ MLA format is followed correctly
- _____ many ideas from prewriting are present

Revising

- _____ went through individually and made changes based on inclusion of pertinent ideas
- _____ gave clear thought to tone and made changes in word choice
- _____ at least three comments were made by a peer editor

Editing

- _____ peer editor has marked necessary changes in areas of grammar, spelling, mechanics and format.
- _____ changes have been made accordingly

Publishing

- _____ good copy was backed-up and handed in