

Name _____

Writing Process Checklist



Put a check (✓) in each box (☐) once you have completed the step!
Write the date and time on the line at the right when you've finished!

- Brainstorm _____
- First Draft _____
- Edit (use 3 Step Edit) _____
- Conference _____
- Final Copy _____

Total Points _____/5

3 Step Edit Process

1. Read your work silently to yourself.
 - Does it make sense? Yes / No
 - Do I need to make changes? Yes / No
 - Does it make sense now? Yes / No

2. Read your work VERY SLOWLY aloud pointing to each word while checking for capitals, punctuation, spacing, and spelling.
 - Does it make sense? Yes / No
 - Do I need to make changes? Yes / No
 - Does it make sense now? Yes / No

3. Read your work from bottom to top VERY SLOWLY aloud pointing to each word while checking for capitals, spacing, punctuation, and spelling.
 - Does it make sense? Yes / No
 - Do I need to make changes? Yes / No
 - Does it make sense now? Yes / No