

## Teaching Writing → The Writing Process

### Level: High School

*The final stages in writing are revising and editing. As you revise, find better, clearer, more evocative ways to get your meaning across. As you edit, check spelling and grammar to make sure they are correct.*

Use the checklist below to revise and edit your work. Place a check next to each step once you have completed it.

<b>Revising -- Word choice:</b> Look at the verbs you used; are they strong and descriptive? Substitute stronger verbs for weak verbs you find.	
<b>Revising -- Figurative language:</b> Find descriptions in your writing. Can you substitute a simile or metaphor to give your reader a stronger sense of a character, place, or event?	
<b>Editing -- Spelling Errors:</b> Use a spell checker or your eagle eye to look for spelling errors. Be sure to look for homophones and check you have used the correct spelling for your meaning.	
<b>Editing -- Grammar:</b> Have you used parallel structure correctly? Do your tenses match? One way to check is to read your work aloud and see if it sounds right	
<b>Editing -- Punctuation:</b> Look for comma use and long sentences that may need more punctuation. If you are unsure, use a style guide to double check correct usage.	
<b>Editing --- Help:</b> Sometimes at this stage you are so familiar with your work that you are not really seeing it. Swap papers with another student to see if you can catch and correct each other's errors.	
<b>Editing -- Class Requirements:</b> Make sure you have your name and other information your teacher requires so that you get credit for your work.	

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