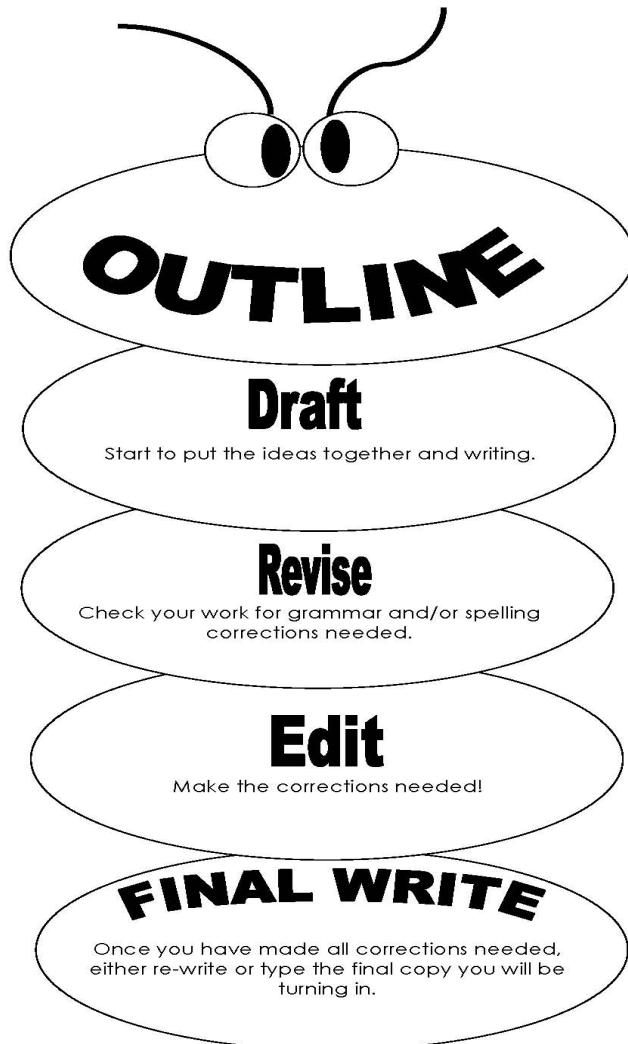


NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



CHECK OFF EACH STEP AS YOU COMPLETE IT.

\_\_\_\_ OUTLINE

\_\_\_\_ DRAFT

\_\_\_\_ REVISE

\_\_\_\_ EDIT

\_\_\_\_ FINAL WRITE

Now you may turn in your assignment!  
Remember to include your outline, draft copy with any revisions marked in red, and your final copy.