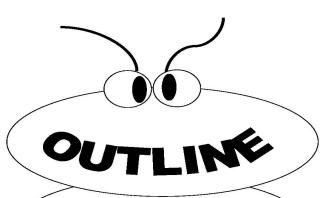
NAME:			
DATE:			



Draft

Start to put the ideas together and writing.

Revise

Check your work for grammar and/or spelling corrections needed.

Edit

Make the corrections needed!

FINAL WRITE

Once you have made all corrections needed, either re-write or type the final copy you will be turning in.

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.

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