













Read&Write for Windows Tools for the Writing Process

Writing Stage	Details	Read&Write Tools	Symbols
Pre-Writing	<ul style="list-style-type: none"> • Brainstorming • Gather details • Background research 	<ul style="list-style-type: none"> • Play • Dictionary • Picture Dictionary • Highlights 	    
Drafting	<ul style="list-style-type: none"> • Getting ideas down • Putting thoughts to page • Focus on content, not mechanics 	<ul style="list-style-type: none"> • Prediction • Talk&Type 	 
Revising	<ul style="list-style-type: none"> • Change word choice • Clarify message • Revise order 	<ul style="list-style-type: none"> • Play • Dictionary • Highlights • Audio Maker 	    
Editing	<ul style="list-style-type: none"> • Revise order • Focus on mechanics • Check for errors • Peer editing 	<ul style="list-style-type: none"> • Play • Check It • Voice Note 	