

Editing Informative Writing

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Final Edit Intensive Review

Name: _____

Date: _____

Answer the following questions based on what you learned about editing informative writing.

1. What is one purpose of editing our writing?

- A. To make it longer
- B. To improve communication
- C. To confuse the reader

2. Why is it important to use an editing checklist?

3. A gentle answer turns away ____, but harsh words stir up anger.

4. Editing is only about fixing spelling mistakes.

- True False

5. What does careful editing show to our readers?

- A. Disrespect
- B. Confusion
- C. Respect

6. What was the most challenging part of editing for you and why?

7. Good editing helps make our writing clear and ____.

8. Editing only happens at the end of the writing process.

- True False

9. How can editing make your writing better?

- A. By making it more confusing
- B. By correcting mistakes
- C. By adding more words

10. How did editing improve your informative writing?

Answer Key

1. To improve communication 2. An editing checklist helps us remember all the important things to check, like grammar and punctuation. 3. wrath 4. False 5. Respect 6. The most challenging part was checking for grammar mistakes because I often overlook them. 7. professional 8. False 9. By correcting mistakes 10. Editing helped me express my ideas more clearly and ensured I followed the rules of writing.