

## Solutions to Chapter 7 Checkpoint Questions

### Page 150

1. What are the four stages of the writing process?

*Answer:* The writing process includes prewriting, writing, post writing, and publishing.

2. List the three tasks in the prewriting stage.

*Answer:* Think about the topic and purpose, plan the content, and read or research as needed to gather information.

### Page 159

1. What are the five categories of reasons for writing?

*Answer:* To pass on information, respond to questions and requests, make a request, direct others, or persuade.

2. List the two types of readers for a message.

*Answer:* Primary and secondary readers.

3. What is plagiarism?

*Answer:* Plagiarism is using someone else's information and calling it your own.

4. List the two types of approaches that can be used for writing.

*Answer:* Direct and indirect.

5. Describe the purpose of an outline.

*Answer:* The purpose of an outline is to help identify the information you want to present and the proper sequence and to ensure related ideas are covered in the same section.

### Page 164

1. What is the first step in the writing stage?

*Answer:* The first step in the writing stage is to create a first draft.

2. Describe the difference between revising and editing.

*Answer:* Revising means rewriting paragraphs and sentences to improve organization and content. Editing is focused on sentence construction, wording, and clarity of ideas.

3. Why is it important to obtain feedback on what you have written?

*Answer:* A reviewer who understands the reader's point of view will help to help judge whether or not your writing will have the intended impact on the reader.

## **Page 165**

1. Describe proofreading.

*Answer:* Proofreading is the process of checking the final copy for correct spelling, punctuation, and formatting and for typographical errors.

2. What are proofreaders' marks?

*Answer:* Proofreaders' marks are universally used by writers and editors to note errors and changes.

## **Page 167**

1. What is formatting?

*Answer:* Formatting is the placement and style of the type on the page.

2. Define readability.

*Answer:* Readability is a measure of whether or not the document is easy to read.