## Fundamentals of Business Communication © 2012 Chapter 7: Writing as a Process

Copyright Goodheart-Willcox Co., Inc. | Permission granted to reproduce for educational use only.

		1		2								3			4
														5	
			6				7								
												8			
9															
				10											
			11												
		12													
											13				
	14														
								15							

## Across

- 1. The time before one begins writing used to think about the topic and purpose, plan content, and conduct the necessary research.
- 6. A set of sequential stages for each writing task that includes prewriting, writing, post writing, and publishing.
- 8. The relationship of the text to white space.
- 9. A method of organizing information that helps clarify the relationship between ideas and sections of content; it helps to present the proper information and its sequence.
- 10. A measure of whether or not the document is easy to read.
- 11. The final edit of the document; after its final revision, the document is carefully proofread to detect any remaining errors.
- 12. Printing the document and preparing it for submission.
- 13. A form of revision that is focused on sentence construction, wording, and clarity of ideas.
- 14. A point of view that is free of personal feelings, prejudices, or interpretations.
- 15. The placement and style of the type on the page.

## Down

- 2. A psychological condition that makes a writer feel unable to begin the writing tasks, therefore preventing a writer from proceeding with the writing process.
- 3. A document that has been made available to its receiver.
- 4. Begun after the prewriting stage has been completed, it includes creating rough drafts, editing, and revising the piece.
- 5. The process of checking the final copy for correct spelling, punctuation, and formatting and for typographical errors.
- 7. Rewriting paragraphs and sentences to improve organization and content; it involves checking the structure of the document as a whole.