Planning, Revising, and Editing

Name: _____	Date: _____	Score: _____ / 10

Quick Review

Focus on planning, revising, editing, and strengthening writing. Strong test answers are precise, purposeful, and supported by the wording of the task.

PRACTICE

Answer each question. Choose the best answer for multiple-choice items and write complete short responses.

1. Which choice BEST demonstrates planning, revising, editing, and strengthening writing?

A. The revision changes the font but leaves weak evidence.

B. The revision adds a clearer topic sentence, moves the strongest evidence earlier, and deletes a repeated example.

C. The revision adds three unrelated facts.

D. The revision makes every sentence longer.

2. Which revision best applies planning, revising, editing, and strengthening writing? Original: The paragraph is about gardens. They are good. People like them.

A. Community gardens strengthen neighborhoods by providing fresh food, shared responsibility, and safe outdoor gathering spaces.

B. The paragraph is about gardens. They are good. People like them.

C. The revision changes the font but leaves weak evidence.

D. The revision adds three unrelated facts.

3. A student is working on this task: A student is revising an essay with weak organization. Which choice would be MOST effective?

A. The revision changes the font but leaves weak evidence.

B. The revision adds three unrelated facts.

C. Group related reasons together before editing punctuation.

D. The revision makes every sentence longer.

4. Which explanation best describes why the stronger choice works?

A. It is longer than the other choices, so it must be better.

B. It uses complicated words even if they do not fit.

C. It avoids evidence so the reader can decide alone.

D. It is specific, relevant to the task, and controlled by planning, revising, editing, and strengthening writing.

5. Which next step would most strengthen the student's work?
   - **A.** Add an unrelated personal story.
   - **B.** Ask whether each paragraph advances the claim or central idea.
   - **C.** Replace precise words with vague ones.
   - **D.** Remove the clearest evidence.
6. Which mistake should the student avoid?
   - **A.** Proofreading commas before fixing unclear ideas.
   - **B.** Checking that each choice fits the audience.
   - **C.** Using evidence that directly supports the point.
   - **D.** Rereading the sentence after revising it.
7. Which answer is too vague to earn full credit?
   - **A.** It works because it applies planning, revising, editing, and strengthening writing to the exact task.
   - **B.** It is stronger because the evidence is relevant and sufficient.
   - **C.** It is better because it sounds good.
   - **D.** It improves clarity without changing the meaning.
8. Which habit best supports accuracy on this type of question?
   - **A.** Choose the first familiar word.
   - **B.** Ignore the audience and purpose.
   - **C.** Pick the longest answer every time.
   - **D.** Read the whole sentence or task before choosing an answer.
9. List two revision questions a writer should ask before final editing.

   _____

   _____
10. Explain the difference between revising and editing.

    _____

    _____

Answer Keys

1	A	**B**	C	D	6	**A**	B	C	D
2	**A**	B	C	D	7	A	B	**C**	D
3	A	B	**C**	D	8	A	B	C	**D**
4	A	B	C	**D**	9	See below			
5	A	**B**	C	D	10	See below			

Explanations

1. B	The correct choice demonstrates planning, revising, editing, and strengthening writing clearly and precisely.
2. A	The revision improves the original while preserving its intended meaning.
3. C	The correct choice fits the task and gives the writer or speaker a concrete move to make.
4. D	Length and difficult vocabulary do not make an answer strong; relevance and control do.
5. B	The best next step improves clarity, support, or control of the skill.
6. A	The correct answer names a common error that weakens this skill.
7. C	A test response must explain the reason, not merely praise the answer.
8. D	Careful reading prevents attractive but wrong choices.
9.	**Answer:** Strong answers should explicitly use planning, revising, editing, and strengthening writing, stay specific, and explain the reason for the choice. Use exact wording from the text or task, then explain your reasoning.
10.	**Answer:** Strong answers should include a corrected example or explanation that preserves meaning while improving planning, revising, editing, and strengthening writing. Use exact wording from the text or task, then explain your reasoning.

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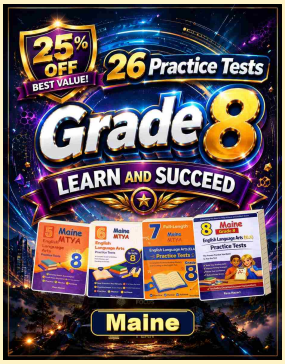

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