

## Read&Write for Google Chrome™ Tools for the Writing Process

Writing Stage	Details	Read&Write Tools	Symbols
<b>Pre-Writing</b>	<ul style="list-style-type: none"> <li>Brainstorming</li> <li>Gather details</li> <li>Background research</li> </ul>	<ul style="list-style-type: none"> <li>Play</li> <li>Dictionary</li> <li>Picture Dictionary</li> <li>Highlights</li> </ul>	   
<b>Drafting</b>	<ul style="list-style-type: none"> <li>Getting ideas down</li> <li>Putting thoughts down</li> <li>Focus on content, not mechanics</li> </ul>	<ul style="list-style-type: none"> <li>Prediction</li> <li>Talk&amp;Type</li> <li>Typewriter (PDF)</li> </ul>	  
<b>Revising</b>	<ul style="list-style-type: none"> <li>Change word choice</li> <li>Clarify message</li> <li>Revise order</li> </ul>	<ul style="list-style-type: none"> <li>Play</li> <li>Dictionary</li> <li>Highlights</li> <li>Freehand Drawing (PDF)</li> <li>Shapes Drawing (PDF)</li> <li>Audio Maker</li> </ul>	   
<b>Editing</b>	<ul style="list-style-type: none"> <li>Revise order</li> <li>Focus on mechanics</li> <li>Check for errors</li> <li>Peer editing</li> </ul>	<ul style="list-style-type: none"> <li>Play</li> <li>Check It</li> <li>Voice Note</li> <li>Pushpin Annotations (PDF)</li> <li>Comments (PDF)</li> </ul>	   
<b>Publishing</b>	<ul style="list-style-type: none"> <li>Final format</li> <li>Prepare for presentation</li> <li>Share with others</li> </ul>	<ul style="list-style-type: none"> <li>Share - Google Drive</li> <li>Share - Google Classroom</li> </ul>	 