

Label and Organize Your Writing Area

Once students have written their rough draft and it is ready to be edited they place their paper in the first basket labeled

**Completed
Rough Draft
Ready to
be Edited**

After papers have been edited you place students papers in the basket labeled

**Edited Papers
Ready to
Write Your Final Draft**

Students or the teacher hand back the papers.

Then when the rough drafts have been written students turn it in to the basket labeled

**Turn in Your
Final Draft
Ready to
be Graded**

Completed
Rough Draft



Ready to
be Edited

Edited Papers

Ready to
Write Your Final Draft



**Turn in Your
Final Draft**

**Ready to
be Graded**

