**Quiz No.2: CLO-2 Functional English**

**Topic: Writing Process Marks: 10 Marks (0.25)**

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**Q1. Which step is NOT part of the writing process?**

1. Prewriting
2. Revising
3. **Sorting**
4. Publishing

**Q2. What step in the writing process do you check for capitals and end punctuation?**

1. Revising
2. Punctuation
3. **Editing**
4. Capitalization

**Q3. What step in the writing process do you use to write your rough draft?**

1. Publishing
2. **Drafting**
3. Listening
4. Prewriting

**Q4. What step in the writing process do you make changes to your word choices and sentence fluency?**

1. Pre-writing
2. Editing
3. Drafting
4. **Revising**

**Q5. Writing is a recursive process.  What does this mean?**

1. You complete your writing in one day.
2. You must use cursive handwriting.
3. **You can repeat steps in the writing process**.
4. You wait for the teacher to make changes to your work.

**Q6. During what step would you create a bubble map?**

1. **Prewriting**
2. Drafting
3. Revising
4. Editing

**Q7. During the editing step, you \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. substitute words for better ones.
2. sit and wait for help.
3. **check for capitalization, usage, punctuation and/or spelling errors**.
4. see if your ideas make sense.

**Q8. Why is drafting important?**

1. It gives you a chance to "polish" your work.
2. **It is the first time you write your ideas down to see if they make sense.**
3. You can make your writing error free during drafting.
4. It is not important at all.

**Q9. I should gather details and choose a purpose and an audience during which step?**

1. This is not necessary to do.
2. Revising
3. Drafting
4. **Prewriting**

**Q10. During the Editing step, one should:**

1. look for errors with commas
2. check for appropriate use of apostrophes
3. **option A & B both**
4. None of the above