



Planning your writing

When you write, you plan. Even when you write a short note or a text on a mobile phone, you plan it first by thinking about it in your head. Planning helps us to work out what we want to say in our writing, and it also helps us to organise our ideas. It is the first stage in writing.



What do I need to think about when planning?

When planning a new piece of writing, you need to think about **why** you are writing and **who** will be reading it. You also need to think about **how** you are going to plan.

There are different ways to plan a piece of writing. You could:

- write a list of ideas or points
- draw a picture, such as a spider diagram or mind map
- write your ideas on sticky notes

With each of these planning ideas, you can decide how to organise your ideas and put them in the order that makes sense for you. You can also use your ideas to plan your writing in paragraphs.

You can plan on your own, or you might find it useful to plan with a friend or colleague.

What comes after planning?

After you've finished your plan, you can begin to **draft** your writing. When you've written your first draft, it's a good idea to check what you've written and make changes. This is called **editing**.

When you're happy with the content of your writing, you can start to **proofread** for grammar, spelling and punctuation.

