



## How to plan your writing

There are many different ways to plan your writing. One method is to **plan in your head**. For example, before sending a text message, it's normal to plan what you want to say in your head.

You don't always need to use a written plan. Remember that there isn't a correct way to plan writing: it's best to **choose the method that suits you** or the situation. Each time you write, **consider the purpose** of your writing and **who will be reading** it. Ask yourself if this is an important piece of writing. If it is, you'll probably need to think carefully about planning.

Here are some good planning methods:



### Diagrams

Diagrams are a good visual way of planning and organising your writing:

- **Mind maps** or **spider diagrams**, allow you to jot down lots of ideas in no particular order - this helps to organise your thoughts.
- **Flow charts** and **vertical charts** are useful for planning writing that has to follow a step-by-step process.

### Lists

Lists are useful for jotting down and ordering the different points you want to cover in your writing:

- **Bulleted lists** are a common type of list to use when planning on the computer.
- If you put each idea on a **sticky note**, you can then move the different parts of your writing around until you're happy with the order.
- If you **word process** your writing, it's easy to '**cut**' and '**paste**' changes in your writing.

### Writing frames

Writing frames are guides you can use when planning your writing. They may have frames, or headed boxes, with titles to prompt you about what to write. The writing frame may also demonstrate the layout you need for your writing and give you some support with language and style (for example, the best wording for the beginning of sentences or paragraphs). You can use frames as guidance for writing documents that always include the same kind of information, such as a curriculum vitae (CV) or a birthday invitation.