

Using a writing frame

A **writing frame** is a guide you can use when planning your writing. It could be in the form of a **table**, or **headed boxes**, with prompts such as 'Who are you writing to?'.

The writing frame below was used by Hilary to plan her party invitation. She used the frame as a prop to help her remember what information she wanted to put in the invitation.

Party invitation writing frame

What is the party for?	<i>To celebrate my 30th birthday.</i>
When is the party?	<i>Saturday 2 October.</i>
At what time?	<i>7.30 pm until midnight.</i>
Where?	<i>College of St Mark and St John's, Plymouth.</i>
Will there be entertainment?	<i>A DJ called Arion.</i>
Will there be food?	<i>A buffet. Guests must tell me if they are vegetarian.</i>
Can people buy drinks?	<i>Yes, there is a bar.</i>
Parking facilities?	<i>Parking is available on campus.</i>
Can guests bring a partner?	<i>Yes, the more the merrier!</i>
Should people respond to the invitation?	<i>Yes, by Monday 27 September. I need to know numbers for catering.</i>
Any other information?	<i>I have details of bed and breakfasts nearby if people want to stay overnight.</i>

Using other people's writing

You can also create your own writing frame by looking at other people's writing. For example, look at examples of **story writing**, **application letters**, or **progress reports** in the workplace. Make sure you choose good examples!

Look at the **layout** of the text. What does it look like? Are there different sections or paragraphs?

Look at the **language**. Are there certain phrases or words that are used?

After you finish the first draft of your own writing, it may be useful to show it to others. Ask them to let you know how well you are getting your message across and if there is anything that's not clear and should be changed.