



## Making changes to writing

Once you've planned your writing you come to the next stage - writing a draft.

A **draft** is a **rough plan** of your writing.

There are many benefits to writing a draft. It helps you to:

- Think about the **content** and what you want to say, rather than the punctuation, spelling or grammar.
- Check that your ideas are in the right order. Do you need to move any ideas around? Have you included everything you want to say?
- Look at the layout of your writing. Do you need headings? If you're writing a letter, do you have the address in the correct place?

Once you've written a draft you can then go back and make changes to your writing. Using a computer can be very helpful when you want to make changes to your text. You can move your writing around using the copy, cut and paste functions to save writing your text out again in full.

### How many drafts should I write?

You can write as many drafts as you like. The number of drafts you write will depend on the purpose of your writing and who you're writing to.

### Who can help?

It may be helpful to ask other people to look over your writing draft. You could ask them to comment on what they like about your writing as well as what might improve it. You could ask them to say if there's anything that they don't understand or that isn't clear. Their comments may help you think about your writing from the reader's perspective and think about changes you may want to make.

### What is proofreading?

When you're happy with your text, you need to proofread it. To do this it's best to read through your writing once to check for grammar mistakes, then read it again to check the spelling and a third time to check the punctuation.

