



## Different stages of writing

When you're planning your writing, you need to think about why you're writing and who you're writing to. For example, you could be writing:

- a memo to personnel about your leave at work
- an email to a cousin abroad
- an information leaflet for new members of a community group

### Why do we need to think about different stages of writing?

Whatever we write, we rarely get it right first time. It's useful to think about the different stages of writing to make sure that we end up with a text that's effective and clear to the reader.

### What are the different stages of writing?

Here are the stages you need to think about when you start writing something that's important to you:

1. Get some **ideas** for writing. This is the planning stage.
2. Decide what you want to **focus** on. Which ideas or points are best and in which order?
3. Think about **what the text should look like**. Is it a letter, an email, a story or a report? Do you need to write in a certain style?
4. Write a first **draft**.
5. **Look back** over your writing. Does it sound right? Is it easy for the reader to understand what you're trying to say? What do you want to change?
6. **Make changes**. This might mean moving the text around as well as checking that it makes sense.
7. When you have your final copy, you need to **proofread** it. To do this it's best to read your writing once to check for grammar mistakes, then read it again to check the spelling and a third time to check the punctuation.

### What can help?

It can be helpful to ask others to look over your writing draft. You could ask them to comment on what they like and what they don't like about the piece of writing, and also if there's anything that they don't understand or that isn't clear. Their comments can help you think about your writing from the reader's perspective and think about changes you may want to make.

