

PLANNING YOUR WRITING



PLAN = THINK

The 3 golden questions when planning your writing:

WHAT?

The context you are writing for (e.g. an e-mail to your cousin, a complaint letter to a shopping centre, a personal profile, a short note telling you are late...)

WHY?

The purpose of your writing. What are you trying to achieve? Are you giving news about you? Are you asking for a loan? Are you applying for a job?

WHO?

Who is going to read your writing? In what circumstances will they be reading it (at work, in their leisure time...)?

The consequences of the 3 golden questions:

FORMAT

STYLE

CONTENT

EXAMPLE:

If you are writing an e-mail to a friend to tell him/her about a summer course (content) you use colloquial vocabulary (style & register). You also use a simple layout (format).

If you are writing an article for a school magazine complaining about the uncomfortable chairs (content), you use more formal vocabulary (style & register) and you follow the conventions required by the magazine (format).

The benefits of planning:

- * It helps you record your ideas
- * You may come up with new ideas
- * You shape the ideas

ONE MORE QUESTION:

HOW?

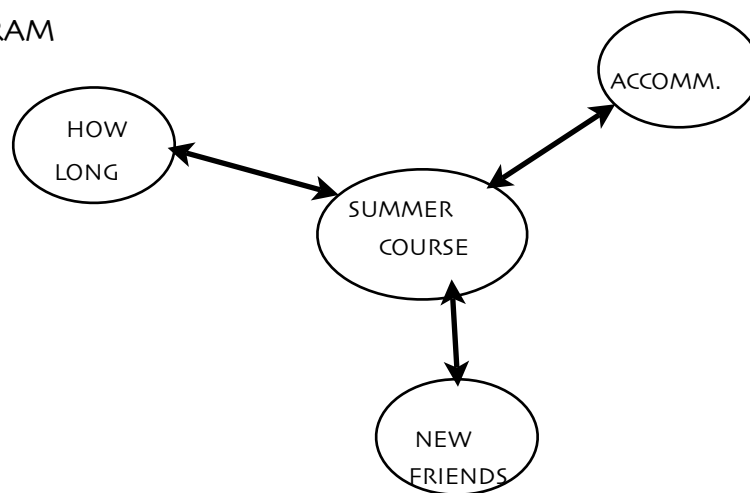
The first tool you use when planning is your head! Even if you write a small note you think about it beforehand.

When writing "something longer" it is better to plan on paper or on a computer screen.

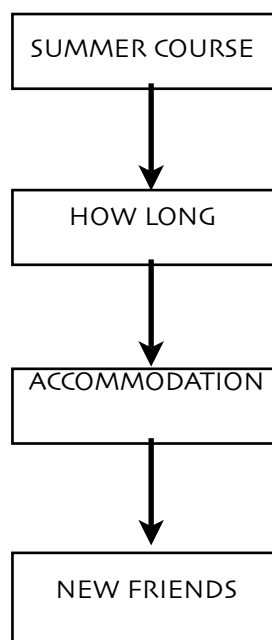
There is not a correct and unique way of planning. You have to try and decide which one suits you for the situation.

EXAMPLES:

BUBBLE DIAGRAM



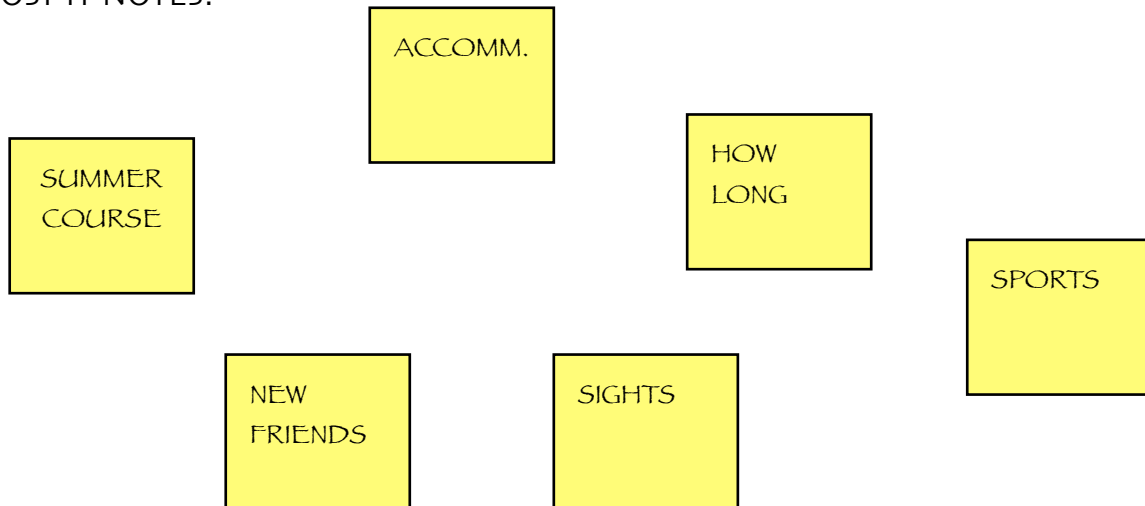
FLOW CHART



BULLETED LIST:

- SUMMER COURSE
- HOW LONG
- ACCOMMODATION
- NEW FRIENDS

POST-IT NOTES:



GET STARTED

Basic structure:

- * INTRODUCTION
- * BODY
- * CONCLUSION

GOOD WRITING!