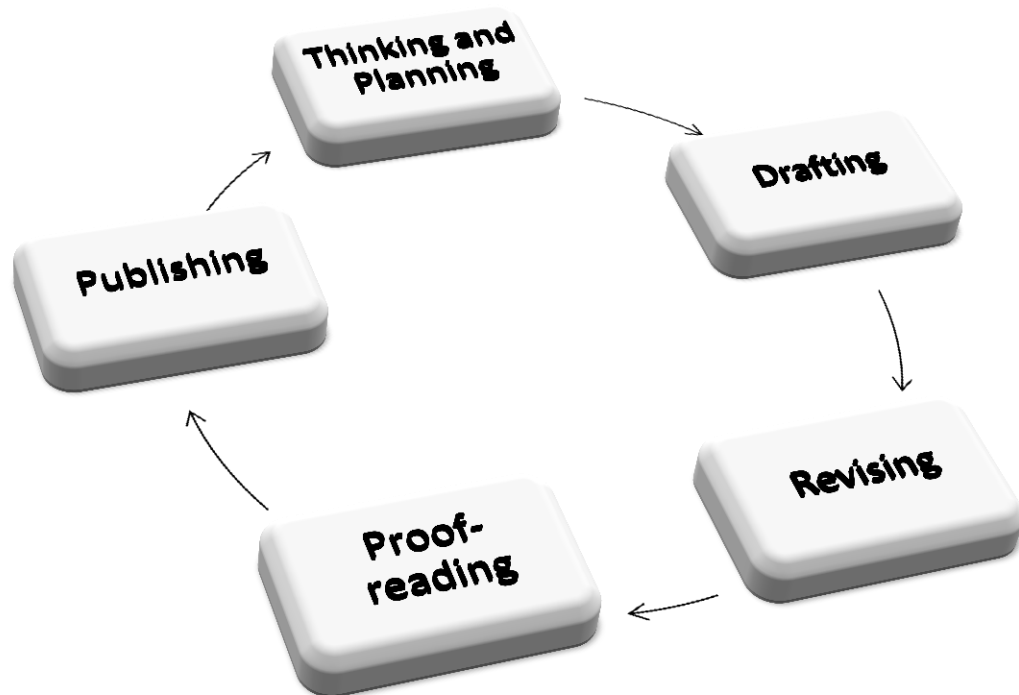


# The Writing Process: How to plan your writing



There are five basic steps to the writing process. These are outlined below.



## 1. Thinking and Planning

### *Generating ideas*

Some ways which you might go about generating and organising your thoughts and ideas are:

- Examine the topic, question or prompt
- Highlight key words and phrases
- Create a brainstorm, mind map or use another graphic organiser
- Look over your notes and texts
- Refer to the appropriate texts to locate key evidence, examples and quotes
- Use synonyms and paraphrasing to help create a contention
- Create dot points of your key ideas

## *Expanding ideas and structuring and planning writing*

Once you have got an idea it is time to expand on it. This is important so that your writing is organised and structured. How you organise and structure your writing depends on the purpose, audience and form for your writing. Below all your thinking outlined above, create some points on your thinking about the following:

- What are you trying to accomplish (inform, entertain, persuade)
- Who is the audience
- What sort of language is required of this type of writing and the audience
- What sort of writing structures are required (narrative or essay structure, subheadings, captions)
- How will I organise my ideas logically using and within the writing structures
- How will I introduce, develop and conclude my ideas
- Have I used appropriate ideas, evidence and quotes

At the end of this process you should have the outline for your writing.

## **2. Drafting**

With your plan beside you, it is time for you to start writing. It is okay if you make some mistakes here, this is about getting your expanded ideas down on paper. When writing, make sure that you leave room either in the margins of your paper or below each paragraph. This is so that you can make any relevant notations. Make sure that you read your work after completing it and make initial notations and notes in the space left.

## **3. Revising**

Once you have finished your first draft it is time to revise your work. It is important to re-read your work and initial notations before starting the revision. This process may involve adding, re-arranging, removing, and replacing content.

- Adding: go back to your plan, make sure that you have added all the key detail and information from your plan. Have you achieved the effect you were hoping with your writing or do you need to add more detail.
- Re-arranging: look at the flow of your writing and make sure that it flows logically. You may need to re-order paragraphs or sentences to do this.
- Removing: sometimes ideas don't quite work out or don't fit with the rest of the piece and may need to be removed.
- Replacing: think about whether you have met the demands of purpose, audience and form and whether or not your ideas and examples achieve the effect you were trying to achieve. Also look at the language and vocabulary you have used, make sure that it isn't repetitive or the key terms and phrases from the topic aren't overused. Remember to use synonyms.

Once this step is complete you are ready for your final copy.

#### 4. Proof-reading

After you have written your final copy make sure that you leave time at the end to proof-read your work.

Remember some of the things you are looking for are:

- Punctuation
- Spelling
- Capitals
- Expression
- Paragraph breaks
- Does make sense
- Missing words or phrase
- Sentence structure
- Formatting
- Vocabulary and language

#### 5. Publishing

Once you have completed these steps you are ready to submit your work.

