



Getting down to writing

Planning is the **first stage** in writing. Even when we plan a text or a short note, we first think about what we're going to say.

Planning your writing is thinking about what you're going to write before you write it.

The importance of planning

There are many benefits to planning your writing. It helps you to:

- come up with new ideas
- record your ideas
- organise your thoughts
- check that you have all the information you need

Think about the possible advantages to planning.

What to think about when planning

When planning your writing, think about **why** you're writing, and **who** you're writing to.

The reason you're writing is your **purpose** for writing. The **audience** is the person or the people you are writing to. Every time you write something, think about your writing purpose and your audience. If you're texting a friend, you don't have to be so careful about planning what you write. But if you're writing a report for your work supervisor, you may need to plan what you say carefully to make sure you've included all your points, and that your writing is as **clear** as possible.

The writing process

Writing may be done alone or together with one or more people. You may want to write by hand or you may prefer word-processing it. Using a computer can be helpful when you want to make changes to your text, as you can re-draft using the 'copy', 'cut' and 'paste' functions on the word processor, which saves you from writing your text out again in full.

