

Ideas for Planning and Reviewing Your Writing

Ideas for Planning Your Writing

To plan your writing, you could do one or more of the following:



Draw

Draw a picture or a diagram of your topic or your ideas.



Brainstorm

List lots of ideas related to your topic; then choose which ones you want to use.



Web

Organize your thoughts by drawing lines between ideas to connect them.



Imagine

Imagine talking about your topic with someone to sort out your ideas.



Outline

Organize your ideas into main points and subpoints.

Ideas for Reviewing Your Writing

After writing, think about the following:



Organization

Are the sections of my writing clearly connected and in the right order?



Purpose

Have I said what I want to say about the topic?



Clarity

Will my audience understand what I wrote?



Development

Do I need to develop my ideas by adding details or do I need to take out some details?



Correctness

Have I checked for correctness in grammar? Punctuation? Spelling?