



Writing

Before

Plan

- ✓ Identify purpose
- ✓ Identify audience
- ✓ Organise ideas relevant to topic
- ✓ Consider layout format and presentation

Practice

- ✓ Use planning strategies such as mind-maps, bullet points...
- ✓ Generate ideas through research, talking, thinking...

Remember

- ✓ Better planning makes for better writing

During

Purpose/ key ideas

- Introduce topic clearly
- Stick to the purpose
- Order ideas logically
- Use specialist vocabulary
- Conclude clearly

Style and tone

- Make choices which build on your strengths
- Use effective linkage to show relationships between ideas

Interaction

- Use teacher advice
- Peer assess
- Compare with previous writing

Be flexible

- Review and edit as you write
- Check clarity and accuracy

Be clear

- Check spelling and punctuation
- Check sentence structure
- Use accurate paragraphing

Use notes and writing

- To generate ideas
- To retain and recall
- To explore problems
- To make decisions
- To create original text

After

Decide

- ✓ Has my writing met the purpose and Success Criteria?
- ✓ Is it an appropriate length?

Reflect

- ✓ Does my writing stick to the point?
- ✓ Read clearly?
- ✓ Link ideas effectively?
- ✓ Present information in an attractive way?
- ✓ Open and close well?