

Name: \_\_\_\_\_

# Writing

# Foundations:

# Planning

All materials in this module adapted from:  
<http://www.bbc.co.uk/skillswise/topic/planning-your-writing>

**Outcomes:**

After this module you will be able to:

- Identify and use a variety of planning strategies
- Identify audience and purpose for your writing
- Plan your writing using a mind map
- Plan your writing using a flow chart
- Plan your writing using a list
- Plan your writing using the Sticky notes strategy
- Plan your writing using a writing frame
- Plan writing tasks using strategies of your choice

## All About Planning Your Writing

Planning your writing means thinking about what you are going to write before you start writing it.

Planning:

- Helps you record your ideas
- Encourages you to come up with new ideas
- Helps you organize your thoughts
- Allows for you to check that you have all of the information you need

When planning your writing you need to consider three things:

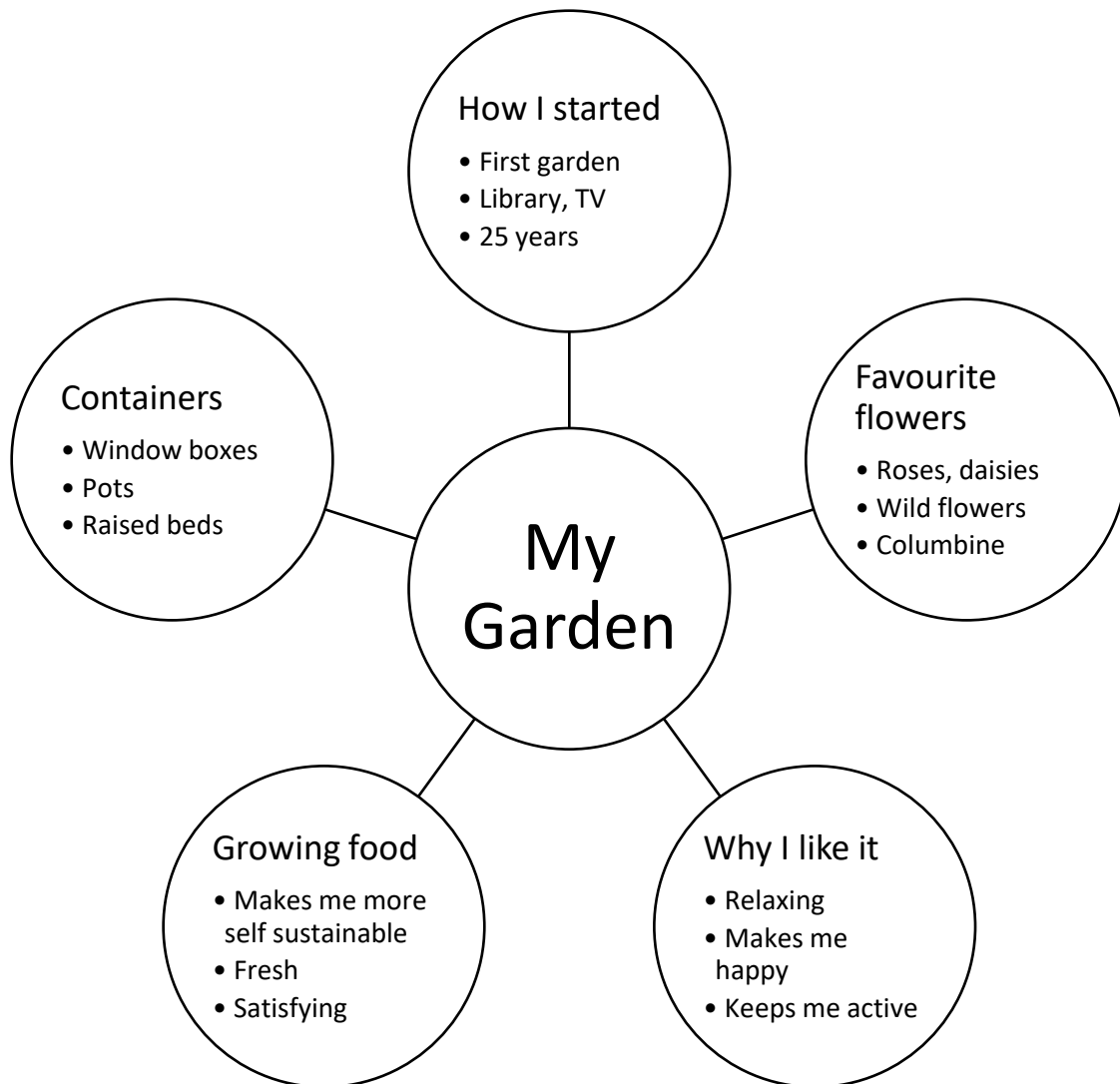
- Purpose – why you're writing
- Audience – who you're writing to
- Content – what you're writing about, made up of the important details

There are many ways to plan your writing. Choose the method that you prefer and/or method that best suits your writing.

The more important the writing is, the more care you should spend in planning it.



## Diagrams - Using a Mind Map

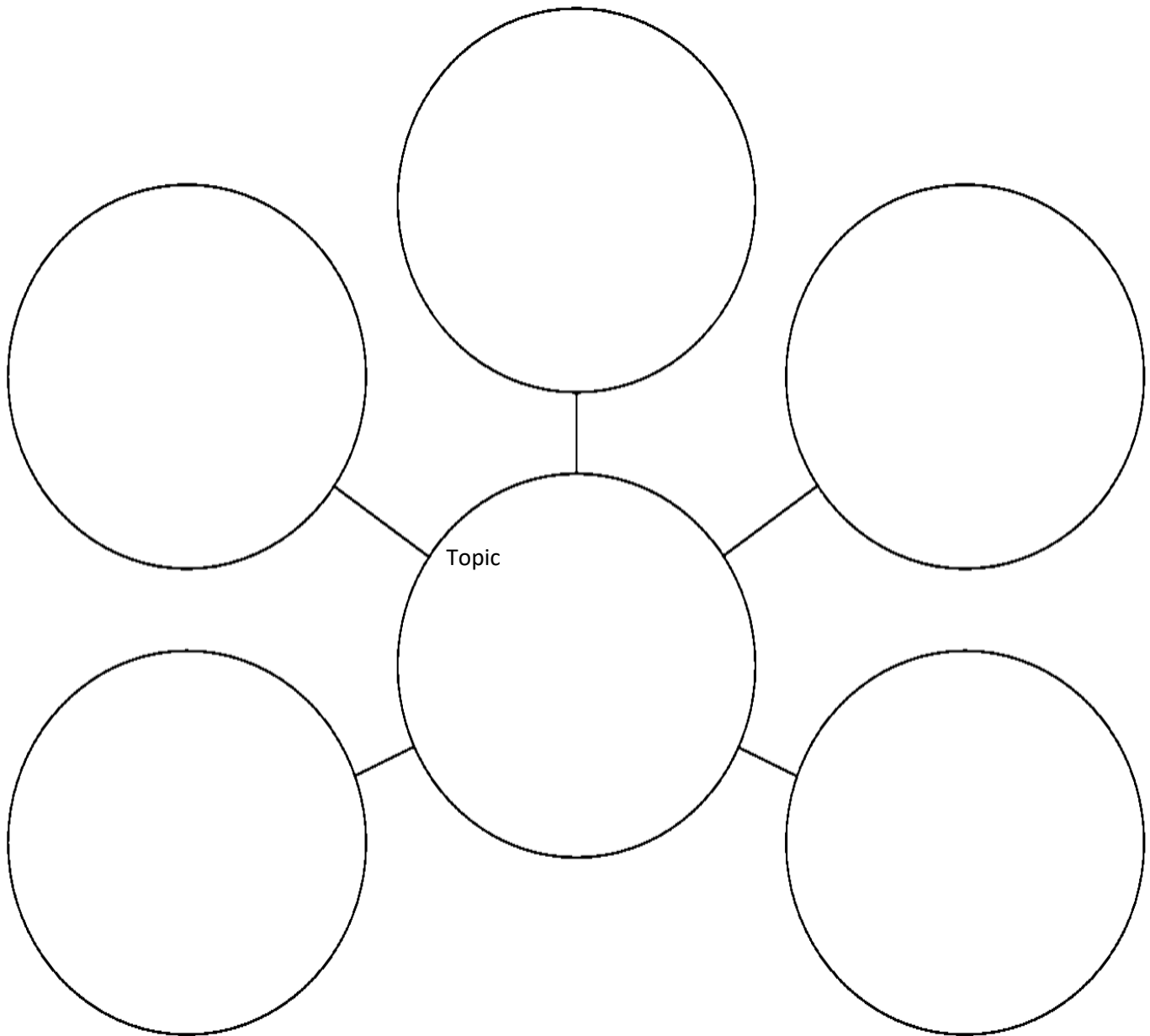


This mind map has been used to plan a series of paragraphs about gardening. Each paragraph has its own 'bubble'. Information can be brainstormed and written down in any order.

## Assignment 1: Diagrams - Using a Mind Map

Using the mind map below, plan a piece of writing about one of the three topics:

- Things you care about and the reasons why you care*
- The importance of working as a team*
- How to ensure your success*

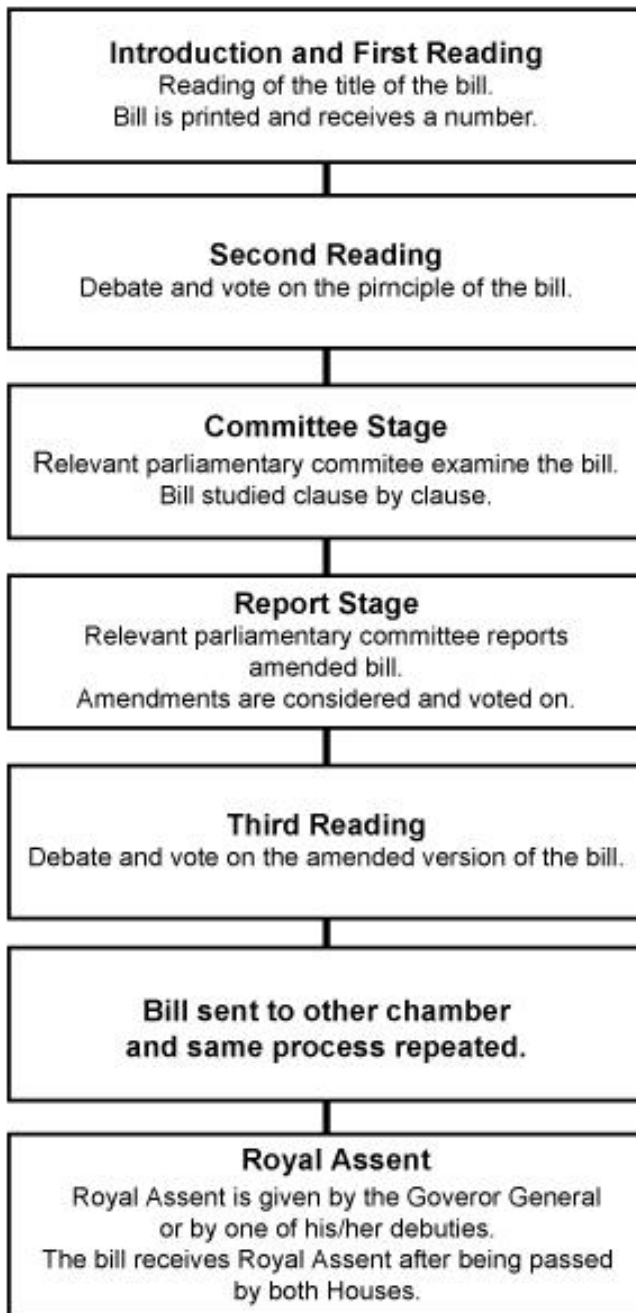


## Diagrams - Using a Flow Chart

### Flow charts

Flow charts allow you to plan writing that has a step-by-step process, like instructions.

Each box in a flow chart represents the event/action that happened after the previous box.



This flow chart outlines how a bill becomes a law in Canada.

Each box in the chart represents a distinct event in the process.

Each box contains detailed information that briefly summarizes the topic of the box.

The content in each box leads into the content of the next box.

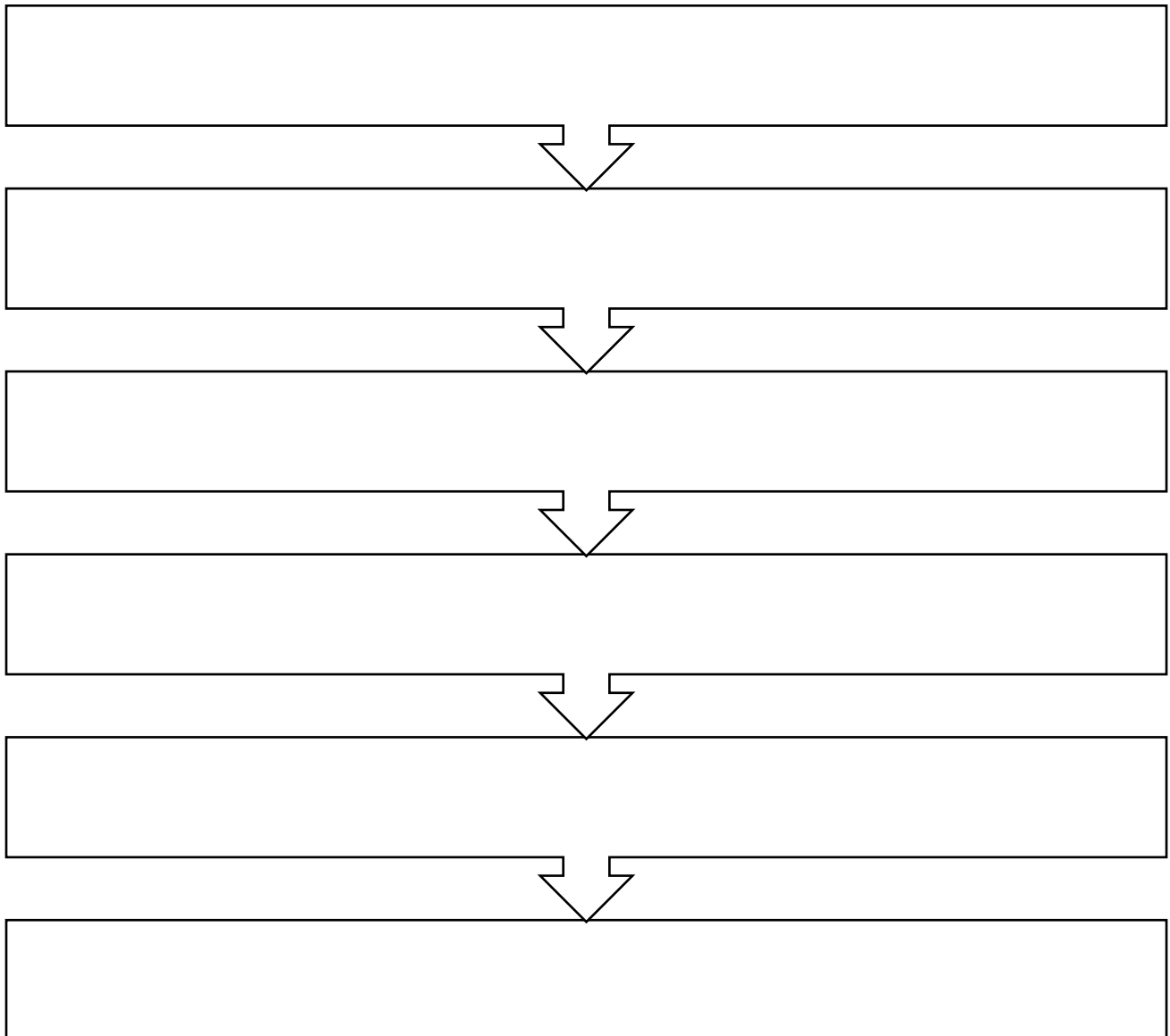
## Assignment 2: Diagrams - Using a Flow Chart

*A brief synopsis of an event has been provided. Use the flow chart to explain, step-by-step, the events that you witnessed. You are encouraged to add relevant details not included in the synopsis. The purpose and audience have been completed for you.*

**Synopsis:** You work at Home Depot in the lumber department. An inexperienced co-worker was using the fork lift. He lost control of the fork lift and ran into a large metal shelving unit holding wooden fence posts. He was not hurt but there was damage to the store.

**Purpose:** to complete an incident report

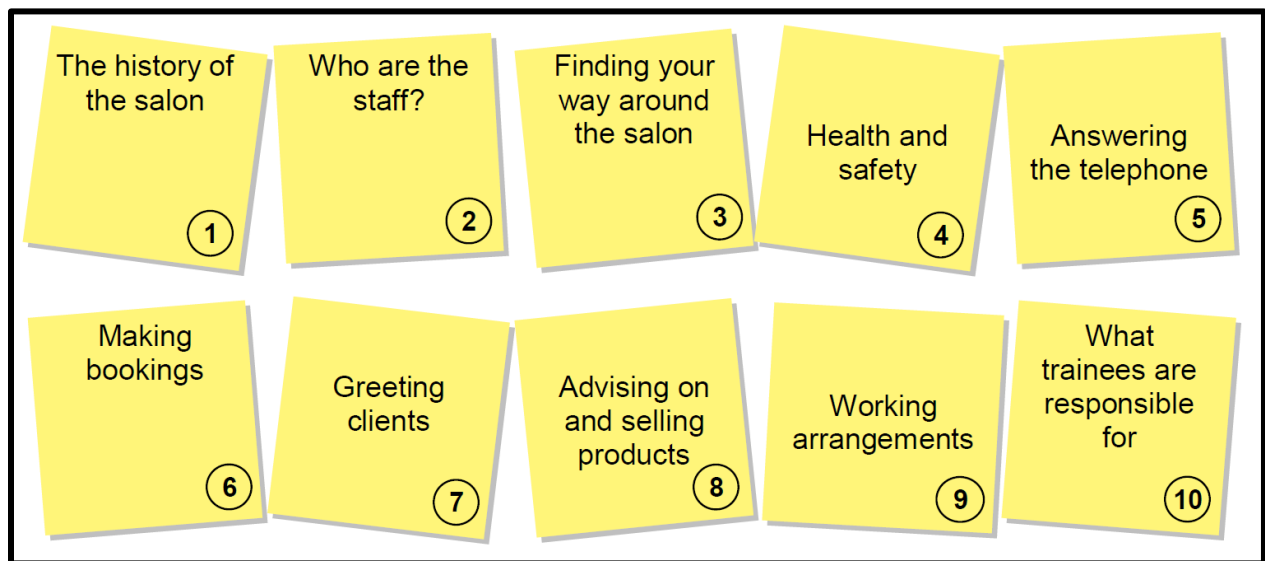
**Audience:** Boss and Insurance





## Lists - Using Sticky Notes

Sticky notes can be very helpful for planning your writing. You can write down your ideas on them and then move them around into the order you want. You can also easily add additional ideas by inserting sticky notes or get rid of information by removing a sticky note completely. Depending on the size of the sticky notes you are using, you may also have room to put in some supporting information for each of the ideas on your sticky notes.



The image above outlines the following scenario:

Marie is a stylist; part of her duties is welcoming new trainees and employees to the salon. She wants to write a brochure that will give her new co-workers an overview of the salon so that they can best help their clients.

She planned her writing by first writing down each of her ideas on a separate sticky note. She then rearranged them and put them in the order that she wanted. To help herself stay organized, she numbered each sticky note to help remember the order she decided on.

## Assignment 4: Lists - Using Sticky Notes

After you know what you will be writing, write down each idea on a sticky note. The sticky notes can then be rearranged and placed in the order you want them. New ideas are easy to add, and not-so-great ideas are easy to remove. This is a great strategy for planning a paragraph.

*Use the sticky notes strategy to arrange the ideas from your mind map in Assignment 1.*

**Purpose:**

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**Audience:**

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**Topic (be specific):**

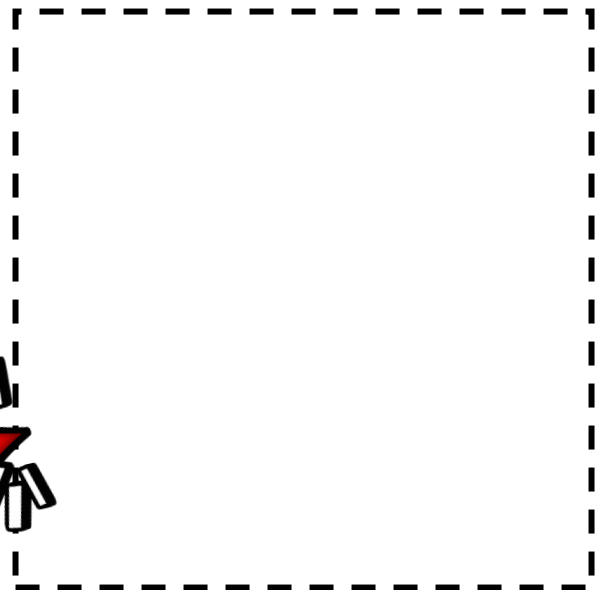
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Ask an instructor for some sticky notes

Write down each idea on a separate sticky note.

Arrange them in an order that works for you.

When you have decided on an order that you like, number them and stack them in the box to the right.



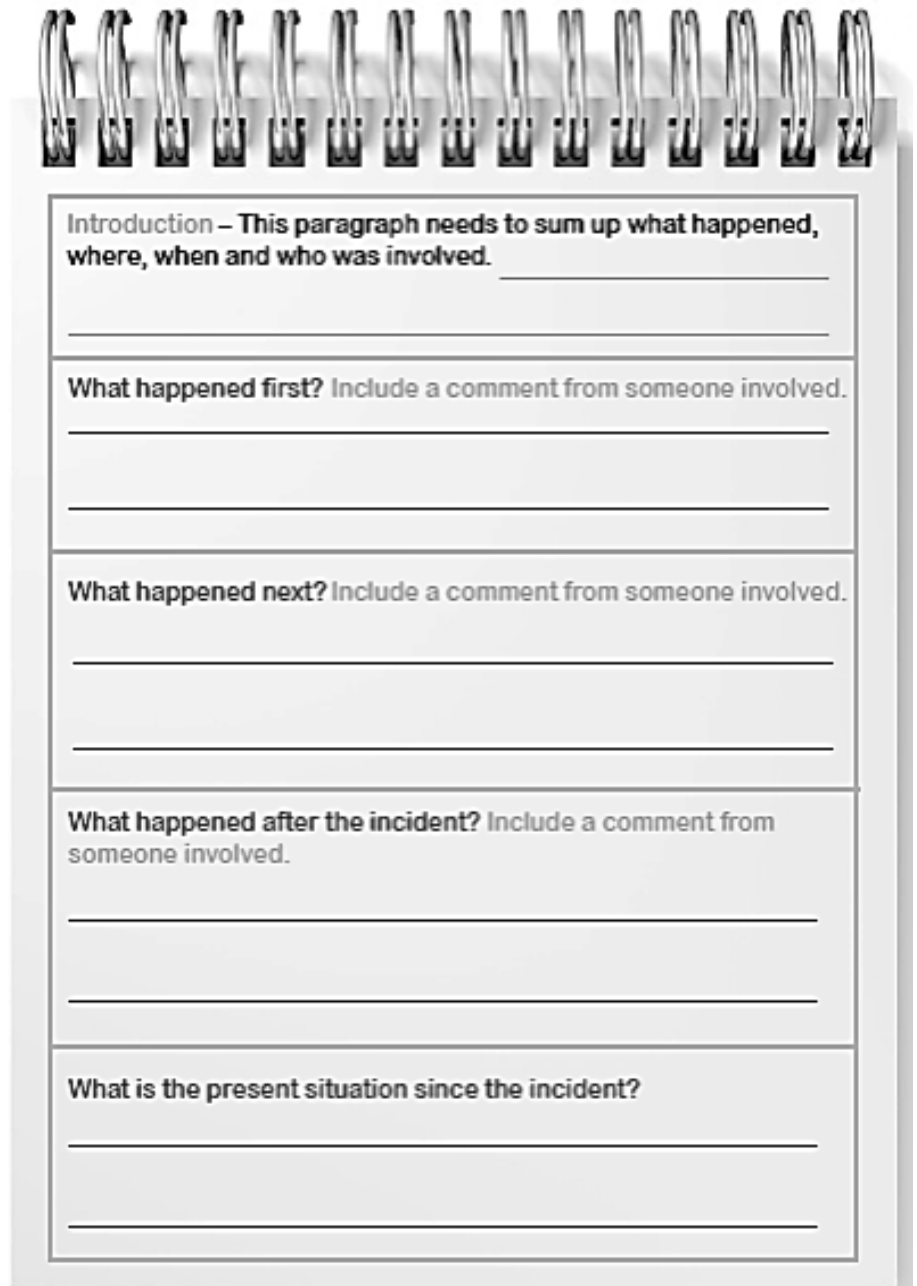
## Graphic Organizers – Using a Writing Frame

Graphic organizers, writing frames and templates allow you to plan out routine writing. There are specific frames for specific types and formats of writing. Each frame consists of writing prompts to help you write. Some frames help you identify the layout of your writing task

This writing frame's purpose is to help someone write an incident or witness report.

The frame prompts the write to ensure that information is not forgotten or missed.

The frame also helps layout the format of the paragraph that will eventually be written.



The image shows a spiral-bound notebook with a writing frame. The frame is divided into five sections, each with a prompt and two horizontal lines for writing. The prompts are:

- Introduction – This paragraph needs to sum up what happened, where, when and who was involved.**
- What happened first? Include a comment from someone involved.**
- What happened next? Include a comment from someone involved.**
- What happened after the incident? Include a comment from someone involved.**
- What is the present situation since the incident?**

## Assignment 5: Graphic Organizers – Using a Writing Frame

*There are many writing frames, graphic organizers and templates that can be used to help you write. Use the writing frame below to plan an email to your co-workers about a staff barbecue that is being thrown.*

**Purpose:**

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**Audience:**

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When is the BBQ?	
Where?	
What time?	
Are families invited?	
Will there be entertainment?	
Will there be activities for adults and/or children?	
Will there be snacks/a meal? What kind?	
Should the staff bring anything?	
How should people RSVP?	
Additional information	

## Final Assignment

Use two different planning strategies to plan out two sections of your resume. Choose from the list below:

- Employment goal
- Work experience
- Volunteer experience
- Education and training/certificates
- Relevant skills and talents/job related hobbies
- Your personal strengths (e.g. hard worker)

The planning strategies I will be using are:

- Mind Map
- Flow Chart
- List
- Sticky Notes
- Writing Frame

*Attach your plans to this page.*

## **Answer Key: Organizing and Planning**

When you have completed this module, sit down with an instructor and go over each of the plans you have created for your assignments.

# End of Module Reflection

After completing this module, answer the questions below. If you answer agree (3) for each question, ask for a review or a final assessment from an instructor. If you answer maybe (2) or no (1), have a discussion with an instructor to make a plan to improve your performance and confidence.

1 – No

2 – Maybe

3 – Yes

A	I understand all of the outcomes covered in this module.	1	2	3
B	I do not need any further assistance from an instructor on the material covered in this module.	1	2	3
C	I do not need more practice questions or assignments	1	2	3
D	I am confident in my abilities to complete tasks related to this module.	1	2	3
E	I am ready to complete a review and/or a final assessment related to this module.	1	2	3

## Reflection

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