

Make your plan!

Put the six stages in order. Put numbers from 1 - 6.

- a. **Composing:** Writing
- b. **Reviewing:** Checking the text for:
 - grammar
 - an appropriate vocabulary
 - punctuation
 - appropriate layout
 - spelling
 - appropriate structures
 - linking words
- c. **Improving and finalizing:** Final checking and final version.
- d. **The reader(s):** Who is the person/ people who is/ are likely to read the text?
- e. **The purpose:** Why are you writing this text?
- f. **Planning:** Make an outline of how the text will be structured (*introduction, paragraphs, conclusion, etc.*) and the content of the paragraphs.

