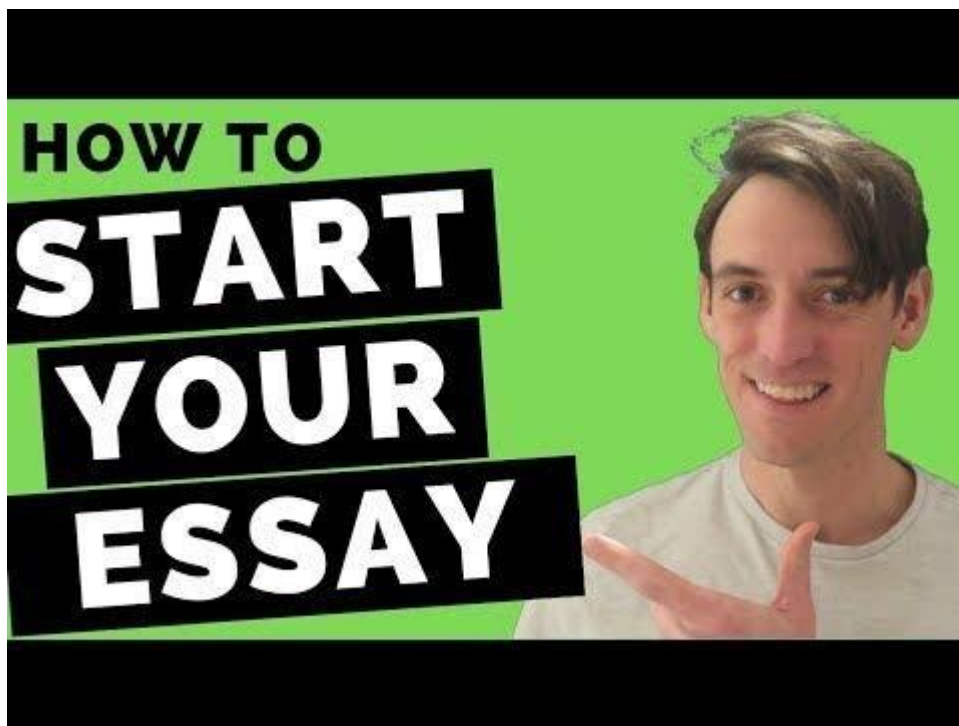


Introduction

Planning refers to the use of a deliberate and organized approach to tackling a writing task. This involves organizing the ideas you came up with in the pre-writing stage, and developing a clear layout for your writing project. During the planning process, you will need to find recent and credible sources that can be incorporated into your essay, lab report or assignment. These sources have to incorporate into the overall structure of your project. You can also come up with a reading plan to narrow down your search for appropriate sources. Planning helps you to see a writing for what it is the connection of multiple skills and resources. A long piece of writing can seem overwhelming, but when you begin to see the task as consisting of smaller units, you can begin to focus your attention on completing them. For example, writing an introduction can seem daunting, but you will save time if you on completing its smaller components, i.e. 1) the topic sentence, 2) the background to the topic, and 3) the outline of your thesis statement.

Learning Content

Take a look at the following video, which unpacks the 7 easy steps you need to take when planning your essays:



<https://www.youtube.com/watch?v=1bcJ2NDgCak>

In this video Thomas Frank lists the software you can use to plan and write your essays:



<https://www.youtube.com/watch?v=WRTXkkoxDsk>

We have also included a worksheet you can use when planning your essays.

essay plan

Important details

Title	
Due Date	
Word Count	

Key texts and Readings

Points to Discuss

Structure

My Essay Writing Schedule

What?	By When?

www.theorganisedstudent.tumblr.com

Summary

Planning helps you focus your efforts on productive activities that will contribute positively to your writing process. Planning can also help you avoid time-consuming habits such as not knowing where to begin. In this unit, you were taught that successful writers use planning techniques to overcome uncertainty in writing tasks, and come to a clear understanding of the writing style required on a task.