

Planning Level 2

Name: _____

Date: _____

How to Guide

Skills Check

Rate how confident you feel about the skills tested in this section:

Skill	Not a clue!	I know a little	I feel okay with this	I feel quite confident	I feel very confident
Know what to include in a plan					
Create a useful plan for a piece of writing					

When you have finished the booklet, use a different colour to mark your confidence levels again.

Planning

Introduction

Planning is a crucial part of the writing exam. Although there are no specific marks available for showing a plan, it is a good idea to always take the time to plan your work before you start. Examiners can often tell when someone has done a good plan as their piece of writing is usually of a better standard. It is interesting that examiners often comment that they see a lack of planning in weaker answers. People often feel they don't have time to plan, but planning at the start can save time as you are writing.

Planning

You can plan in whatever way suits you. The plan itself is not marked – it's just a way for you to be clear about your ideas.

You may wish to use

- A list
- A spider diagram
- A mind map
- Coloured pens or highlighters

It can be a good idea to put down lots of ideas first and then choose the ones that you think you can write the most about or group ideas together into categories. For each of these ideas, add one or two key things you want to remember to include.

Try not to write full sentences on your plan. This will take too much time.

Example

What facilities would you like to see in your local town/city?

You can see the first plan with quite a few ideas. Three ideas have been selected to add more detail to. If you can't add at least three details to an idea, then you may need to choose a different idea.



You would then use each of these ideas as a new paragraph. With a sentence or two about each of the details. Always start with the idea you are most confident with.

Try it Out

Question 1

Plan what you would write about for the following question:

What would you improve about public transport in the UK?

Question 2

Plan what you would write about for a complaint to the council about a new supermarket being built on the field behind your house.