Ideas for Planning and Reviewing Your Writing
Ideas for Planning Your Writing
To plan and organize your writing, you could do one or more of the following:

- **Brainstorm**
  List lots of ideas related to your topic; then choose which ones you want to use.

- **Imagine**
  Imagine talking about your topic with someone to sort out your ideas.

- **Draw**
  Draw a picture or a diagram of your topic or your ideas.

- **Web**
  Organize your thoughts by drawing lines between ideas to connect them.

- **Outline**
  Organize your ideas into main points and subpoints.

Ideas for Reviewing Your Writing
To review what you have written, you could think about the following:

- **Purpose**
  Have I said what I want to say about the topic?

- **Development**
  Do I need to develop my ideas by adding details or do I need to take out some details?

- **Organization**
  Are the sections of my writing clearly connected and in the right order?

- **Clarity**
  Will my audience understand what I wrote?

- **Correctness**
  Have I checked for correctness in grammar? Punctuation? Spelling?