

The



Writing

Process

# Plan

**Look at the title.**

**Write down words, ideas or phrases.**

**What do you want to include?**

**Do a RAFT analysis.**



# Compose

**Organise your ideas, write a first draft and read it through.**

**Does it make sense, sound right and include all your ideas?**



# Revise

Show your work to the writer  
next to you.

Talk about your work with  
them.

Listen to their comments.

Add to or change your draft.



# Edit

**Carefully check and correct  
your spelling, punctuation and  
capital letters etc.**



# Publish

**Write out your improved work  
in best or type it up.**



# Evaluate

**Am I pleased?**

**Did I enjoy doing this?**

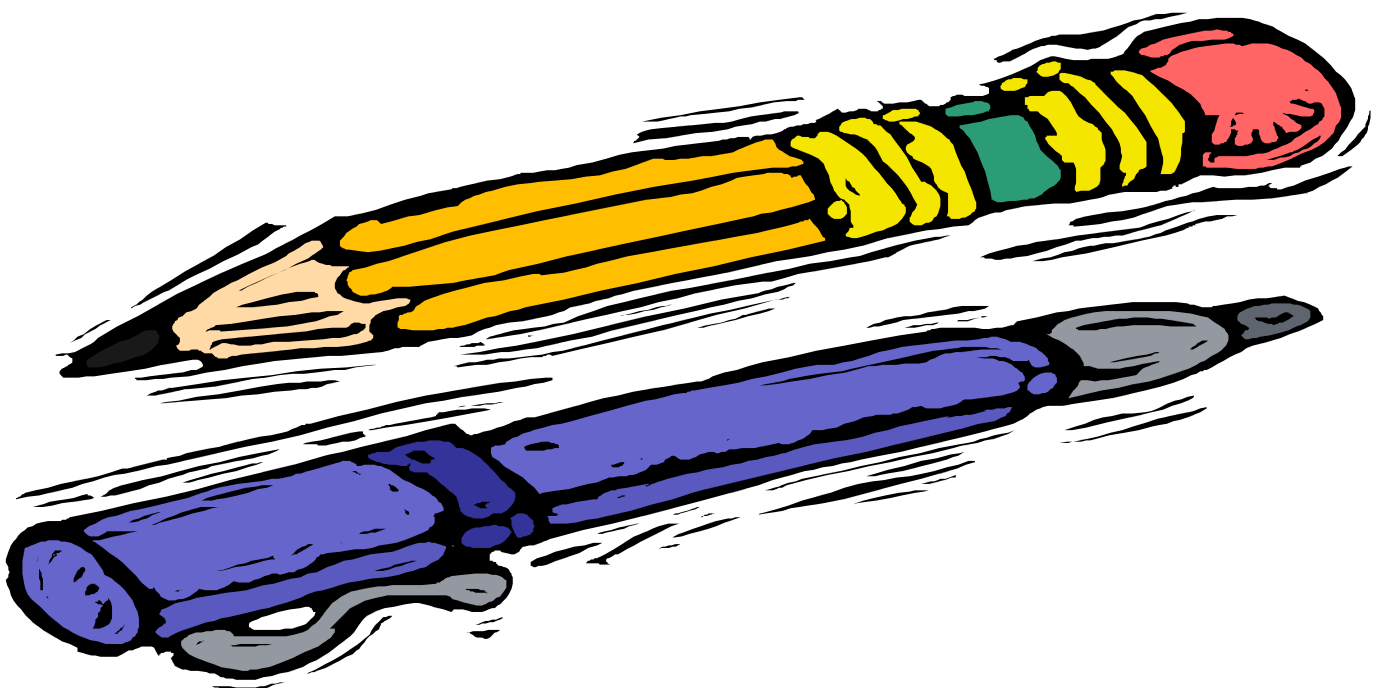
**What did I do well?**

**What can I improve on next time?**



# RAFT

Developing  
Your  
Writing





# Reason

What is the purpose of your writing?

eg : to persuade,  
inform, entertain,  
argue, review, discuss,  
evaluate, instruct etc.

# Audience

Who are you writing  
for?

eg : adults, teenagers,  
over 60s, under 10s,  
male, female,  
headteacher, friend,  
stranger, cousin,  
parent, local MP,  
football fans, car  
experts, students.

# Format

What will the layout of your writing be like?

Are there any particular features of organisation or presentation?

eg : letter, news, report, recipe, bullet points, columns, diagrams, address, headline, pictures, captions.

# Tone

What kind of language  
will you use?

eg : formal, informal,  
polite, friendly,  
conversational,  
persuasive, aggressive,  
statement to shock,  
simple sentences,  
complex vocabulary.