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# How to Plan Your Writing Before You Start

KS2 ENGLISH

WRITING SKILLS

Ages 10-14 ⌚ 3 min read

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## Why Planning Matters

Before you write anything, it's really helpful to spend a few minutes planning. Planning means thinking about what you want to say and how you'll say it. Think of it like building with blocks — if you don't know what shape you're making first, you might waste time rebuilding it.

Think of it like cooking a cake. You need a recipe and ingredients ready before you start mixing, or you might forget something important and have to start all over again!

## The Main Steps to Plan Your Writing

First, **understand your task**. Read the question or topic carefully. What exactly are you being asked to write about? Is it a story, a persuasive piece, a report, or instructions?

Second, **brainstorm your ideas**. Write down everything that comes into your head about the topic — don't worry about it being perfect. You can list words, phrases, or rough sentences. This is called **brainstorming**, and there are no wrong answers at this stage.

Third, **organise your ideas**. Look at what you've written and group similar ideas together. Number them in a sensible order. For a story, this might be: beginning, middle, end. For persuasive writing, you might list your strongest point first.

Think of it like sorting your toys into boxes. All the cars go in one box, all the action figures in another, so you know what you have and where everything goes.

## Planning Tools You Can Use

A **mind map** is brilliant for visual learners. Write your main topic in the middle of a page, then draw lines out to connected ideas. An **outline** uses numbered points and is perfect for more structured writing. A **storyboard** with pictures works well for stories or instructions.

You can also use a **planning table** with columns for different paragraphs or sections, or simply jot down your main points in a list.

## Final Tips

Planning doesn't take long — just **5 to 10 minutes** is usually enough. It saves you time later because you won't get stuck or go off-topic. Good planning makes your finished writing clearer, more organised, and much easier for readers to understand. Remember: the time you spend planning now is time saved when you're actually writing!