

PLAN & WRITE:

Your Powerful Text Strategy

Metacognitive skill targeted: Planning and self-monitoring while writing

Age group: Upper primary

Duration 45–60 minutes

Materials needed

- PLAN & WRITE worksheet
- Pen/pencil
- Writing prompt (provided by teacher)

Activity Description

This activity helps you plan, organise, and improve your writing. It guides you step by step, making it easier to think ahead, choose ideas, and make changes as you write.

Instructions

1. Getting Ready to Write

Before you start writing, it helps to get your ideas ready. Think about what the task is asking you to do and what kind of text you need to write. Is it a story, an opinion piece, or something else? Then, choose the main points you want to include and think of examples, explanations, or details that will make your ideas stronger. Finally, decide on the order in which you want to present your points so that your writing will be easy to follow.

2. Writing Your Text

Once your ideas are ready, use them to write your text. Start with a clear beginning, then develop each main idea in its own paragraph, and finish with a strong ending. Remember to use linking words like “first,” “also,” “however,” and “finally” to connect your ideas. Try mixing short and long sentences, and use questions or exclamations to make your writing more exciting.

3. Making Your Writing Stronger

After writing, look back at what you’ve done. Check if your ideas are clear and organised, if your sentences are varied, and if your words are precise and lively. This is your chance to make your writing even better by revising and improving it step by step.

4. Why It Helps

Following this process helps you plan ahead, think carefully about your ideas, and make your writing clear and interesting. Writing becomes easier and more fun when you know how to organise your thoughts and choose your words carefully. Step by step, you can create a text you’ll be proud of!

Useful Tips

- ✓ It’s okay to change your ideas while writing!
- ✓ Don’t rush the plan: a good plan = a great essay!



Plan and Write



PART 1 : PLAN

P Pay Attention to the Instructions

- **Read Carefully:** Make sure you read the instructions with care. Highlight or underline what you need to write about and how you should write it, like telling a story or sharing your opinion.

L List Main Ideas

Think of 3 Big Ideas: Write down three main ideas that you want to include in your story or essay

Idea 1:

Idea 2:

Idea 3:



Add Supporting Ideas

Add Details: For each big idea, think of at least three details or examples to support it. These could be explanations, fun facts, or little stories.

Idea 1:

Idea 2:

Idea 3:



Number Your Ideas

- **Put in Order:** Decide on the order you want to present your ideas. Write numbers next to them to keep track (1, 2, 3...).

PART 2 : WRITE



Work from Your Plan to Develop Your Text

Write Your Story or Text: Use the plan you made to write your introduction, one paragraph for each idea, and a conclusion to wrap it all up.

Introduction:

Idea 1:

Idea 2:

Idea 3:

Conclusion:



Remember Your Goals

Keep Your Goals in Mind: Think about any goals you have for writing, like being clear or having a good structure.

-  Write in full sentences
-  Stay on topic
-  Add details
-  Check spelling and punctuation
-  Have a clear beginning, middle, and end



Include Transition Words

- **Use Linking Words:** Write down the linking words you used in your text, such as “also”, “however”.



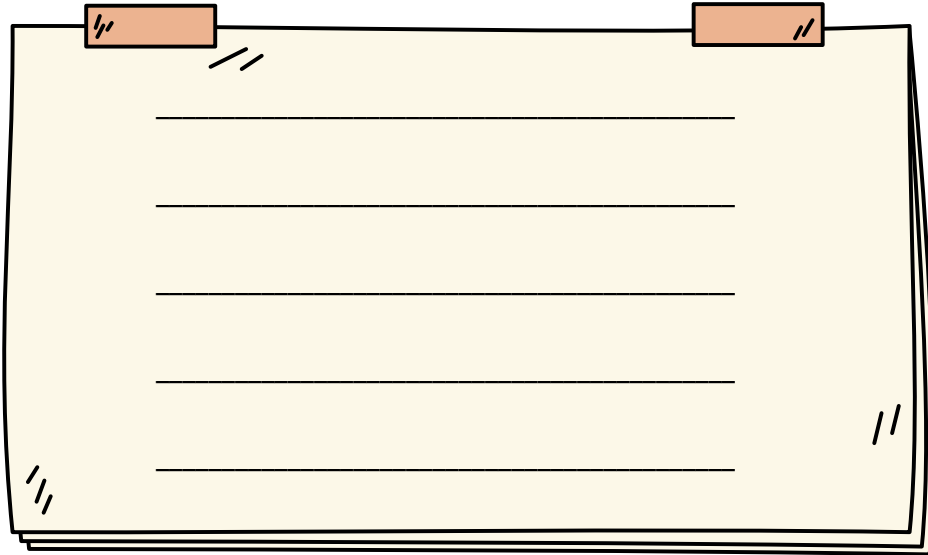
Use Different Sentence Types

- **Mix It Up:** Use a variety of sentences — some short, some long, and even questions or exclamations if they fit.



Use Powerful Words

- **Choose Strong Words:** Use exciting, specific words to make your writing stand out — think of these as your "superstar" words!



USEFUL TIPS

- **It's Okay to Change Your Ideas:** Don't worry if you want to change your ideas while writing. It's all part of the process!

Take Your Time with Planning: A good plan can lead to a fantastic story or essay! We believe that informed citizens are the most effective catalysts for change, so we offer educational programs and workshops that inspire individuals to engage within their immediate communities. Our efforts also include collaborations with schools, community organizations, and local governments to broaden our impact and promote a culture of inclusivity and equity.

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