

Organisation

Plan writing so that ideas are in a logical order.

Remind yourself that ideas need to tie together.

Write so that readers know your direction and purpose.

Include an attention-getting introduction and a conclusion that makes the reader think.

Ideas & Content

Gather and organise your ideas.

Explore a topic thoroughly, and try to connect the writing to your experiences.

Use interesting and important details, and include examples when possible.

Develop your story so that every part adds to the whole.