

Writer: _____ **Date:** _____

Writing plan

Use this tool to help you make decisions about your piece of writing and writing process. Your plan can act as a guide for you as you write. You might revise your plan as you write or after getting feedback.

Brief description of writing task: _____

1. Why am I writing?

My purpose for this piece of writing is to _____

2. Who are my readers?

My audience for this piece of writing is _____

I already know this information about my audience: _____

I still need to find out this information about my audience: _____

3. What am I writing?

I will use the _____ genre for my final written product.

I plan to use these model texts as guides: _____

4. How am I presenting ideas in my writing?

I plan to include these ideas in my writing: _____

I plan to include these details and examples in my writing: _____

I plan to use a(n) _____ organizational structure for my writing, and I will / will not (circle one) use a graphic organizer to help me get started.

I plan to use specific word choice to develop a _____ tone toward my topic.

The most important conventions (e.g., grammar, usage, punctuation, capitalization, spelling, formatting) to focus on for this piece of writing are _____

5. How will I use the writing process?

I plan to collaborate with _____

because they can help me with _____

Put a check next to all the steps you will take to strengthen your planning process.

- I will spend time thinking about the task and making intentional decisions about my writing.
- I will set small, achievable goals each day.
- I will use tools like graphic organizers to frame my thoughts.
- I will _____

Put a check next to all the steps you will take to strengthen your self-regulation practices (managing thoughts, feelings, and behaviors).

- I will notice when I have negative thoughts or feelings about writing, and I will respond with positive self-talk.
- I will choose an environment that helps me avoid distractions.
- I will give myself occasional breaks so I can refocus my energy and attention on writing.
- I will _____

Put a check next to all the steps you will take to self-evaluate your writing.

- I will read my draft out loud to catch issues with grammar and punctuation.
- I will use a rubric to score my own writing and to see areas of strength and areas in need of improvement.
- I will focus on specific aspects of my writing that I want to improve, and I will recognize and celebrate growth.
- I will _____