



PLANS

Student Handout



P

Preview the topic, audience, and goals

- Preview a specific topic-gather information about it (don't worry about organizing the ideas).
- Preview audience and goals – think about who the audience will be and what you hope will happen when they read your work.

L

List main ideas and details in the PLANS Frame G.O.

- List the title, what it will be about, main ideas, essential details, and the ending "big idea"

A

Assign numbers to order main ideas and details

- Decide which main ideas to write about first, second, third, etc..
- For each main idea, decide on the order for presenting details.
- Make sure the order makes sense.
- In the bubbles on the Frame, note #s to indicate the order of ideas.

N

Note ideas in complete sentences

- Begin with a sentence or two that activates the reader's background knowledge about your subject.
- Next, introduce the topic of your essay and what it will be about, follow your planned order for writing. Each new idea should be a new paragraph.
- Write at least 2 sentences about each detail.

S

Search for errors and correct them

- First, read your paper aloud to find and fix sentences that do not make sense, and incomplete or run-on sentences.
- Then, read your paper silently to find and fix spelling and punctuation errors, switching tense errors, and mixing singular/plural subjects/verbs.