

Planning a piece of work

You have done your research and read about the subject you want to write about so, how do you decide what is important and what to leave out?

You might want to think about:

- What key information or facts do you want to get across to your reader?
- What will your audience / reader find interesting and informative?
- What arguments or theories are you going to present?
- Are you going to compare it with something else or just describe it?
- Will you include any quotes, illustrations, or pictures to back up your arguments?

How will you organise your writing?

- Write a plan or a list or use a spider chart or mind map
- Introduction – what you will write about?
- Subject by subject comparison – use a separate paragraph to outline the issues
- Point by point – you might want to discuss various common themes or subject in each paragraph.
- You might want to present your arguments or theories as you go along
- Conclusion – what you think are the key items that you need to summarise?
- Start a draft, check your plan have you covered everything?
- Read through for spelling mistakes and grammar.
- Do you need to change or move sections?
- Do some sections seem more linked to other sections?
- Have you got a word or page limit if its too long can you use different phrases to say the same things, can you delete some things?
- Put it to one side and read in later or the next day to see if it still makes sense to you?
- Ask someone else to read it, you may understand what you are saying but they may not.
- Redraft, and rewrite, save different versions so you can see earlier drafts so you can see what you were thinking.

<https://writingcenter.unc.edu/tips-and-tools/comparing-and-contrasting/>