

Planning Drafting Editing

KS3 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Plan an article: 'Should mobile phones be banned in schools?' (audience: parents).

Step 1 · Purpose, audience, form

Argue a view; parents; an article for the school newsletter (headline, formal-ish tone).

Step 2 · Gather ideas

For a ban: fewer distractions, less cyberbullying, more social time. Against: safety, research tools.

Step 3 · Choose a view and order

Support a ban during lessons, not on journeys. 1) Hook 2) Distraction 3) Wellbeing 4) Counter-argument: safety 5) Conclusion.

Answer: Purpose, audience and form first; then ideas; then a five-paragraph order with a counter-argument.

Check: Each paragraph has one job.

2. Now try one with the steps

Proofread: 'Their was a loud nosie outside, I run to the window and seen a fox.'

Step 1 · Homophone

Step 2 · Spelling

Step 3 · Comma splice

Step 4 · Verb forms

Answer:

3. Practice

Show your working. The marks tell you how much is expected.

1. List the five stages of the writing process in order. [1]

2. What does ARMS stand for? [1]

3. How many errors are there in: 'Their was a loud nosie outside, I run to the window and seen a fox.' [1]
Write the number.

4. What three things should you decide before planning ideas? [1]

5. What is the difference between revising and proofreading? [2]

6. Correct this sentence: 'me and my freind goes to the park on saturdays.' [2]

7. Why is it a good idea to finish a first draft before polishing it? [1]

8. How many minutes should you save for proofreading at the end of a 45-minute task? Write the number. [1]

9. Give two ways to vary sentence openings when editing. [2]

10. Substitute stronger words: 'The film was really good and the ending was very sad.' [1]

11. Why does reading aloud help you proofread? [1]

12. Revise this using ARMS and explain one change you made: 'Litter is bad. It is bad for animals. People should not drop litter because it is bad.' [3]

13. A teacher writes 'more detail needed in paragraph 2'. Describe exactly how you would act on this. [2]

14. Why do professional writers usually write several drafts? [2]

4. Before you hand it in

Starting to write without reading the task properly.

Underline purpose, audience and form in the question first.

Thinking proofreading is the same

Revise big things first, then edit sentences, then proofread.

Proofreading by skimming quickly.

Read slowly, word by word, ideally aloud or with a finger under each line.

Ignoring feedback or reading only the grade.

Turn each comment into one specific action in your next draft.