



## Planning your writing

### Why is planning useful?

Planning can help you organise and prioritise your information and reading so you focus on what you need to write about and remember the word count.

### When can planning start?

Some aspects of planning begin from when you receive your list of questions to choose from. You probably already do some preliminary planning when you try to select which essay to write:

- Which questions do I feel more interested in?
- Is this because I have already got some information or sources which may help me to write one of the questions? (Have we had the lecture / seminar on the topic?)
- What do I think this question wants me to do – and do I feel I can have a go at it?

You may also be doing some 'planning' when you decide which sources and authors to start reading first:

- Breaking down the question can help you work out the main terms and topics you may need to write about – and therefore what information you need to clarify before you start reading in-depth (see 'Process Words')

You may start off with a very sketchy plan – just identifying what the three or four main sections of your essay need you to do, and based on breaking down the question. Remember the question from 'Focusing on the Content or Topic'?

To what extent have business taxation reforms introduced in the United Kingdom since the early 1990s' affected SMEs?

