

## **ORGANISING A WRITING ACTIVITY**

1. Setting the Context.
2. Giving a Reason for Writing.
3. Thinking, Discussion, Preparation.
4. Writing.
5. Editing,
6. Completion.
7. Response, Results.

A letter of complaint to a local newspaper

An email to a colleague/friend in another country after an important local event

A set of instructions that will enable a colleague/friend to do something that you know how to do

The "Personal Statement" section of a job application form

A report for a school magazine on a recent sporting event