

What's involved in ... writing

Proof-read and edit, to create final version, using spell and grammar checks if using keyboard

Punctuate correctly, if necessary for the purpose

Spell correctly, if necessary for the purpose

Write / refer to number, measure, shape or space, or data, using appropriate vocabulary, abbreviations and conventions

Incorporate suitable graphics and images, as appropriate (*for more information, [go to 'Using images and formatting to support writing'](#)*)

Consider the audience, i.e. who will be reading the text and why they will be reading it

Choose suitable words and phrases to express ideas and link them together

Recognise and use genre conventions, including format

Consider what to write, and do any necessary reading, and discuss with others as appropriate

Make notes if necessary

Organise ideas

Compose: draft and re-draft

Write legibly or use keyboard, as necessary, depending on the purpose

Use standard written English grammar (or choose not to, depending on the purpose and audience)

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This diagram indicates what is typically involved in many types of writing tasks at all levels.

The purpose of the diagram is to show:

- how different aspects of writing are integrated within writing tasks
- how aspects of writing at text, sentence and word level are integrated within writing tasks
- how reading and talk are involved in writing
- that some numeracy-related skills may also be needed for writing tasks.

The diagram is not task specific; what's involved in an actual writing task will be specific to that task and will also be shaped by the purpose for writing and how the person approaches the task.

Teachers may find this diagram useful:

- when carrying out ongoing assessment in relation to specific writing tasks, i.e. to identify learners' strengths and areas for improvement
- to identify what is involved in writing tasks in all contexts and use this information to inform programme planning.

Further useful information can be found in the [ESOL](#) and [Literacy Progression Overviews](#), which show how writing progresses across the levels in the ESOL and Literacy curricula, and in the vocational contexts, which shows some examples of typical contexts for writing.