

Planning Frame

Fill this in before any sentences. A blank page is usually a planning problem wearing a writing problem's face.

Who is this for?

Beginning

Middle

End

The one thing a reader should remember

Draft Checklist

This makes "finished" a definition rather than an argument.

[illegible]

Edit Pass 1 — Meaning

One pass, one job. Editing all three at once is how none get done.

Does it do what the plan said?

Anything missing a reader would need?

Anything that could come out entirely?

Edit Pass 2 — Sentences

Read it aloud for this pass. The ear catches what the eye skips.

Sentences that ran out of breath

Sentences that all started the same way

Words used three times in a paragraph

Edit Pass 3 — Spelling and punctuation

Last, deliberately. Correcting spelling in a sentence you later delete is wasted work.

Words to check

Capital letters and full stops checked

Read once more, start to finish
