

Before you do any kind of writing, you need to organise your ideas. You can do this in a variety of ways – and different ways suit different people with different learning styles. Here are some of the main methods and their advantages and disadvantages.



## PLANNING IN YOUR HEAD

- *Advantages* – It is quick and easy. It is fine for short responses where you do not have to write too much and the writing only needs to be organised in a simple, straightforward way.
- *Disadvantages* – This method is not good for longer or more complicated pieces of extended writing. It is too easy to forget things, get confused and get in a muddle. It is not easy, especially in exams, when you are writing to a time limit, to keep the plan in your head and also remember how long you need to spend on each part – and what content needs to go in each part.

## MAKING LISTS

- *Advantages* – Making lists is a simple and straightforward process and will help you to put ideas into a logical order. Lists can easily be numbered to help with the sequence of your ideas.
- *Disadvantages* – If you are aiming for high grades or levels, you will be expected to make cross-references and **synthesise** your ideas. Making lists might restrict how well you link and synthesise your ideas, stopping you from achieving the highest levels or grades.



## MIND-MAPS

- *Advantages* – They are good for organising the sequence and development of ideas.
- *Disadvantages* – They can become difficult to read if too much detail is put on them. Ideally they need space to be developed well.

## SPIDER DIAGRAMS

- *Advantages* – They are good for generating ideas and for working at speed.
- *Disadvantages* – They can get messy and difficult to read if they contain a lot of information. They will probably need to be numbered if they are going to be used to sequence ideas.



## STICKY NOTES/PIECES OF PAPER

**Synthesise** ➤  
Combine  
ideas to  
form a  
whole

- *Advantages* – Ideas can be moved around and re-ordered easily.

- *Disadvantages* – The paper can be lost, or there isn't enough room to develop ideas. How ideas are linked isn't necessarily obvious.

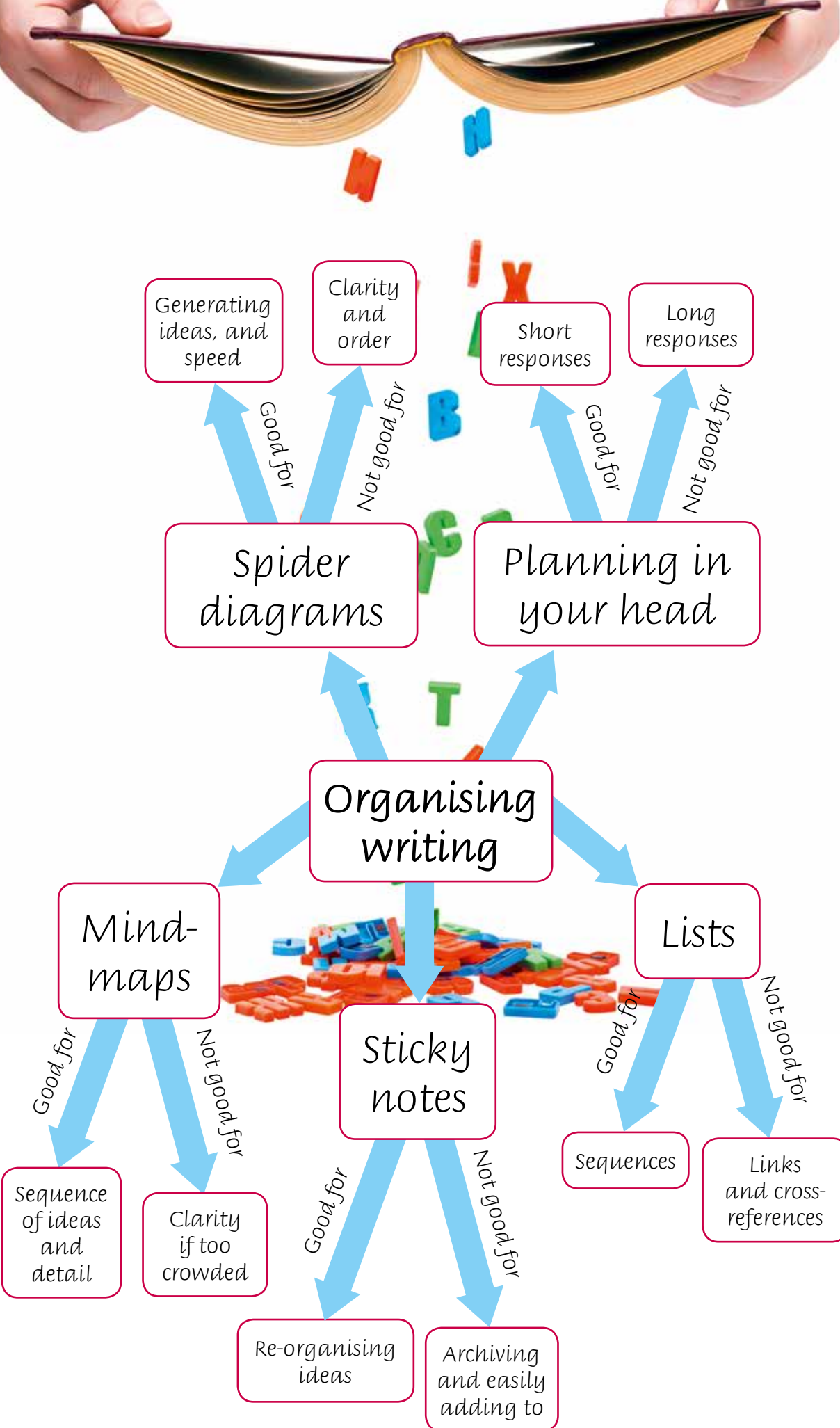


Plan a day out with friends using each of the planning methods mentioned in this module.

Do each plan on a separate piece of paper. After you have done each plan, put them in rank order based on which method has been most advantageous for the purpose.



1. What are the advantages of planning in your head?
2. What are the advantages of lists?
3. What are the advantages of spider diagrams?
4. What are the advantages of mind-maps?
5. What are the advantages of sticky notes/pieces of paper?



Answer the questions below.

Here is a set of notes about World War I that someone has made after watching a TV documentary. They now need to write a descriptive essay about the events of World War I and they will first put the notes in chronological order (the order in which they happened), in a list.



1. How might each point on the list be used to write the essay? (1)
2. Why are lists likely to be better than mind-maps for organising chronological ideas? (1)
3. Why might a mind-map be a better way of planning and organising ideas if the task was to comment on the effects of the events of the war? (1)
4. What might be the advantages of using sticky notes to make a plan for this essay? (1)
5. Why would planning in the head not be a good idea for this essay? (1)

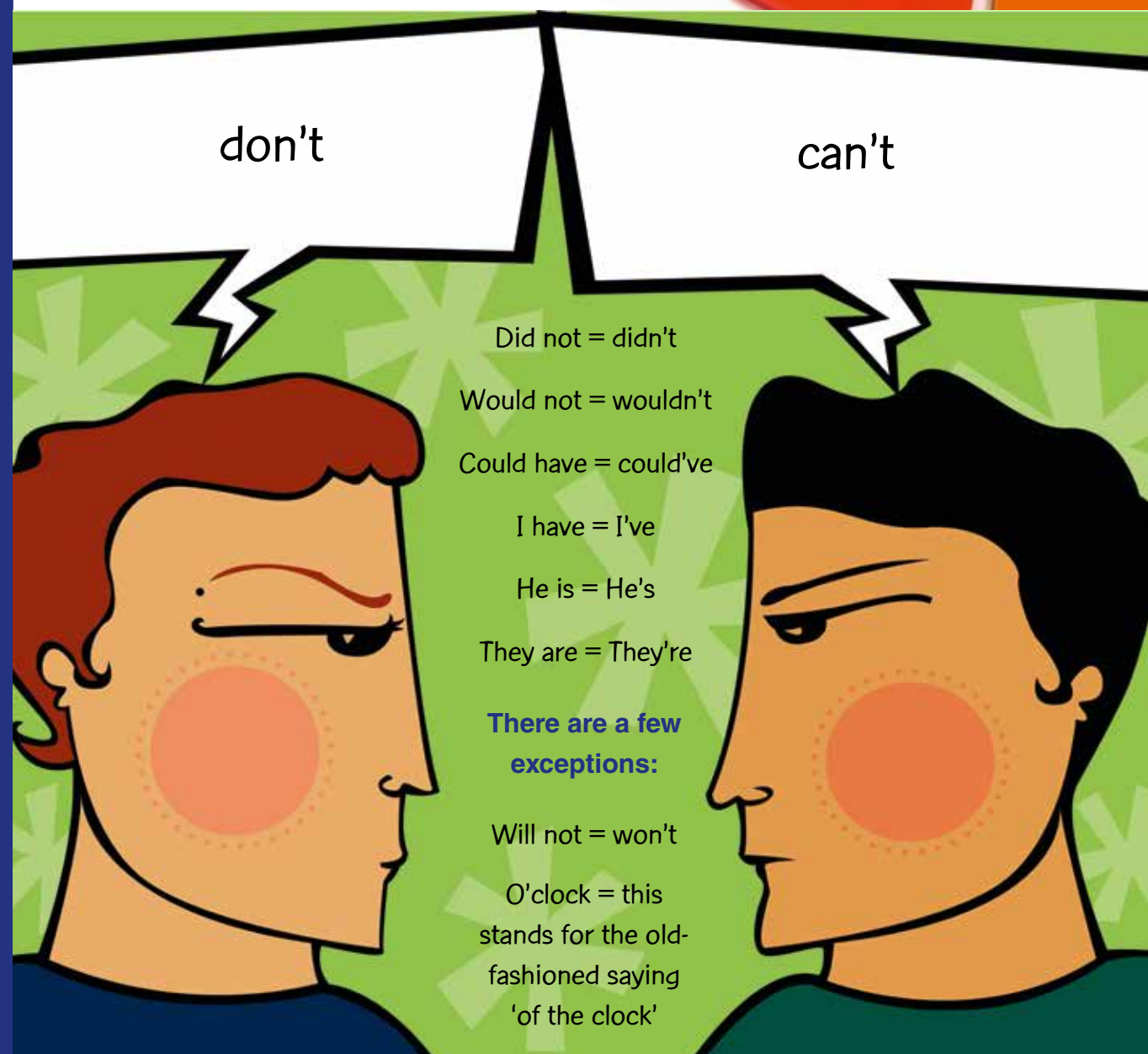


## APOSTROPHES OF OMISSION

Apostrophes of omission are used to stand for missed-out letters. Letters are often missed out when people are talking and words are shortened. They are used more in informal writing – in formal writing they can give the impression of informality.

### EXAMPLES

Cannot – gets shortened to can't  
In this example, the apostrophe stands for the missed-out letters taken from 'cannot' (can~~no~~t). The apostrophe is placed where those letters previously were. This rule usually applies, as shown below:



Omission ➤ Leaving something out



Possession ➤ Belonging

## APOSTROPHES OF POSSESSION

### RULE 1



If a word does not end in 's', add 's to show possession.

Dave's book = The book belonging to Dave (Dave ends in 'e' so add 's)

Hannah's work = The work belonging to Hannah (Hannah ends in 'h' so add 's)



Apostrophes of possession are used to show when one thing belongs to another.

### RULE 2



If a word does end in 's', put the apostrophe after the 's' to show possession.

James' book = The book belonging to James (James ends in 's', so put the apostrophe after the 's')

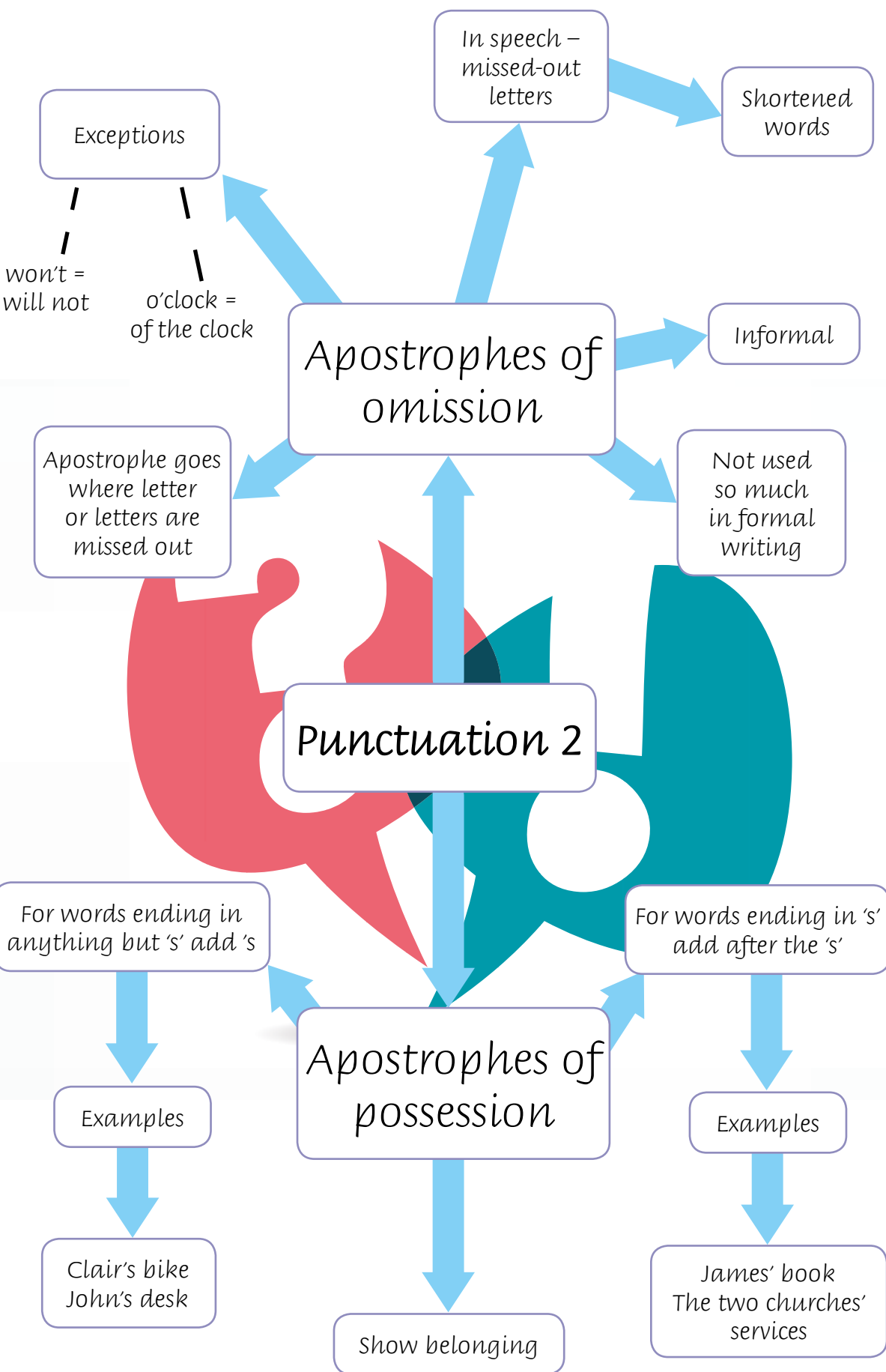
The girls' team = The team belonging to the girls – plural – several girls ('girls' ends in 's' so put the apostrophe after the 's')



Go through two pages of a magazine and find as many apostrophes of possession and omission as possible. Collect these examples and make two posters, entitled 'Apostrophes of possession' and 'Apostrophes of omission'.



1. What does 'omission' mean?
2. What does 'possession' mean?
3. What does the apostrophe stand for in 'can't'?
4. In the phrase 'The boy's team', how many boys are being referred to?
5. In the phrase 'The boys' team', how many boys are being referred to?



## APOSTROPHES OF OMISSION

- Put the apostrophes of omission into these sentences.
  - Saffron couldnt believe that she had got the question wrong. (1)
  - Dean hadnt done his homework. (1)
  - Kayleigh shouldnt have eaten all the cakes. (1)
  - "I've got it!" shouted Ryan. (1)
  - "Wheres the exit?" asked Abigail. (1)
  - Kim didnt understand what she had been asked to do. (1)
  - "I couldve done that!" remarked Mr Rashid. (1)
  - Joe shouldve been smarter when he went for his interview. (1)
  - "Whered Jake go?" asked Jack. (1)
  - "Lucy wont do the reading," explained Miss Sowter. (1)
- Write 10 sentences of your own that use apostrophes of omission correctly. (10)

## APOSTROPHES OF POSSESSION

- Put the apostrophes of possession in the correct places in these sentences.
  - Joes Pub is in New York. (1)
  - Nobody understood why Olivers answer was wrong. (1)
  - Lukes bag had broken. (1)
  - Matthew was distracted by Lauras chatter. (1)
  - Poppys pen had been taken by Sadie. (1)
  - Syed and Charlies work was better than expected. (1)
  - James excuse for not doing his homework wasn't accepted by the teacher. (1)
  - Lots of girls teams took part in the tournament. (1)
  - The girls bag was returned to her. (1)
  - Frances grade was the best in the class. (1)
- Write 10 sentences of your own that use apostrophes of possession correctly. (10)