**The Stages of Essay Writing – Planning Sheet**

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| 1. **Looking at the question** |

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| 1. **Gathering the material** |

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| 1. **Generating ideas** |

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| 1. **Planning** |

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| 1. **First draft** |

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| 1. **Reviewing** |

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| 1. **Final draft** |

Identify the reason for each stage and how long you would expect each to take you to complete.