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