

NAME:

# Short Story Planning

## Orientation

Setting (where is the story taking place?):

Characters (who are the main people in the story?):

Events (what is the initial action in the story?):

## Complication

What problems is/are the character/s going to face? (it is good to start with small problems and slowly build them up)

How will the character/s respond to these problems?

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## Climax

What is the biggest/final problem the character/s will face?

## Resolution

How is the problem in the climax going to be resolved?

How has the character/s grown or what lessons have been learnt as a result of the experience?

## Description

In the boxes below, list descriptive words/phrases you can use to show the reader your characters and setting. Think of any figurative language you can use.

Characters

Setting



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## SHORT STORY PLOT SUMMARY

In the spaces below, write a step-by-step summary of what is going to happen in your story. At this stage, you don't need to worry about descriptive/figurative language or sentence structure. Your goal here is to have a complete layout of the events in your story.

Once you have finished the plot summary, you can start writing your story, making sure you add in description.

## ORIENTATION

## COMPLICATION/CLIMAX

## RESOLUTION



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## Editing Checklist – Short Story

### GENERAL

	GUIDELINES	COMPLETE
PUNCTUATION	I have a full stop, exclamation mark or question mark at the end of every sentence.	
	I have started every sentence with a capital letter.	
	I have used capital letters for proper nouns (eg. names of people and places).	
	I have not used any unnecessary capital letters.	
	I have used commas where appropriate.	
	Any dialogue/speech is punctuated correctly.	
SPELLING	I have carefully checked the spelling of all words (make sure not to rely on spellcheck!)	
GRAMMAR	I have read my work aloud to ensure that all my sentences make sense.	
	I have checked for common mistakes in words (there/their/they're, affect/effect, its/it's, your/you're etc.)	
FORMATTING	My work is appropriately formatted according to my school's guidelines (things to consider include line spacing, font type, font size, indentations)	

### SHORT STORY

	GUIDELINES	COMPLETE
STRUCTURE	My story has an appropriate title.	
	My orientation introduces the reader to the main characters and the setting.	
	My complication has a rising level of action, culminating in a climax.	
	My resolution wraps up the story and ties up any loose ends.	
	My story is easy to follow and won't confuse the reader.	
	Everything I have included in my story is essential and relevant.	
DESCRIPTION	I have used effective imagery and other figurative language techniques to describe characters, settings and events.	
	I have used specific words where possible (eg. Instead of run you may write sprint, jog, gallop etc.)	
	I have varied my sentence lengths.	
POINT OF VIEW	I have written in first or third person and have maintained consistency throughout my story.	
DIALOGUE	I have only used dialogue to advance the story in some way (to reveal feelings of a character or to reveal their reaction to something).	

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## TIPS

All punctuation marks go inside the final speech mark: eg.

“Hello,” said John.

“Hello!” said John.

“Why?” asked John.

Each new speaker starts on a new line.

You should only be using dialogue if it advances the story in some way or creates action.

Dialogue which consists of an everyday conversation has no place in a short story

Do not just use ‘said’ all the time after your dialogue. It becomes very repetitive and makes your story sound a lot less exciting! You should use a word which matches with the ‘mood’ or feelings of the character.