Name _____ Date _____

Planning Chart

Circle or write your purpose for writing in the first column. Answer the questions in the second column.

Topic _____

Purpose	Audience
Circle one. • to tell a real story • to tell a made-up story • to describe a person, place, or thing • to explain how to do something • to find something out • to give an opinion • to ask something • other	*Write answers to these questions.* **1.** Who will read this? **2.** What do they already know about my topic? **3.** What do I want them to know? **4.** What part of my topic would interest them most?

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