

## Planning Chart

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

Topic \_\_\_\_\_

Purpose	Audience
<p><i>Circle one.</i></p> <ul style="list-style-type: none"><li>● to tell a real story</li><li>● to tell a made-up story</li><li>● to describe a person, place, or thing</li><li>● to explain how to do something</li><li>● to find something out</li><li>● to give an opinion</li><li>● to ask something</li><li>● other</li></ul> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Write answers to these questions.</i></p> <p>1. Who will read this?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. What do they already know about my topic?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. What do I want them to know?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. What part of my topic would interest them most?</p> <p>_____</p> <p>_____</p> <p>_____</p>

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