

STUDENT ACTIVITY

PLANNING CHART

NAME: _____ DATE: _____

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

Topic _____

Purpose

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

Audience

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?
