# Planning Chart

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

## Topic

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### 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

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### 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?
   - 
   - 
   - 

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