

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
<p><i>Circle one.</i></p> <ul style="list-style-type: none">● 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 <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>