

Name _____ Date _____

Houghton Mifflin English

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?

