## Planning to write an argument

Name:	
Getting started	
What is my argument about?	
Who am I writing for?	
Where will I find evidence?	
Planning my argument	
1. Introduction	
What is my opinion? (for or against)	
2. Evidence to support my opinion	
Point 1	
Point 2	
Point 3	
3. Summary	
A statement that repeats my opinion	
whint: Arguments use persuasive language such as must and should. Are there other arguments about this issue? Where will I find evidence?	Additional features I could use  Text boxes to provide additional information Photographs and diagrams to support the text Captions and labels to explain photographs and diagrams

## Planning to write an explanation

Name:	
Getting started	
What is my topic?	
What do I want to explain?	
Who am I writing for?	
Where will I find information?	
Planning my explanation	
1. General statement	
What am I explaining?	
2. Explanation of the process	
First	
Finally	
Hint: Explanations tell how and why things happen. They use words like as, because and result. They use phrases that describe time.	Additional features I could use  Maps to show location Text boxes to provide additional information Photographs and diagrams to support text Captions and labels to explain photographs and diagrams Time line to show history of key events

## **Planning to write a report**

Name:	
Getting started	
What is my topic?	
What do I want to describe?	
Who am I writing for?	
Where will I find information?	
Planning my report	
1. General statement	
What am I describing?	
2. Description	
What do I describe first?	
What do I describe next?	
3. Conclusion	
Can I summarise what I have written?	
Hint: The verbs is, are, has and have will	Additional features I could use  Maps to show location
help your description.	Text boxes to provide additional information  Photographs and diagrams to support text  Captions and labels to explain photographs and diagrams
	Time line to show history of key events

## Planning to write a recount

Name:			
<b>Getting started</b>			
What is my recount about?			
Who am I writing for?			
Planning my recount			
1. Setting: orientation			
Who?			
What?			
Where?			
When?			
2. Significant things that happe	ened (in order)		
First (event 1)			
Then (event 2)			
Finally (event 3)			
3. Conclusion: Comment			
Can I summarise what I have written?			
Hint: What voice will I use?		atures I could u	
first person <i>I</i> , we, my, or third person he, she, they?	☐ Extra facts ☐ Ouotes	☐ Emails ☐ Photographs	☐ Time lines ☐ Diaries