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

☺ **Hint:** 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 _____

_____

Next _____

_____

Then _____

_____

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 help your description.

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 recount

Name: _____

Getting started

What is my recount about?_____

Who am I writing for?_____

Planning my recount

1. Setting: orientation

Who? _____

_____

What? _____

_____

Where? _____

_____

When? _____

_____

2. Significant things that happened (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? first person *I*, *we*, *my*, or third person *he*, *she*, *they*?

Additional features I could use

☐ Extra facts ☐ Emails ☐ Time lines
☐ Quotes ☐ Photographs ☐ Diaries