



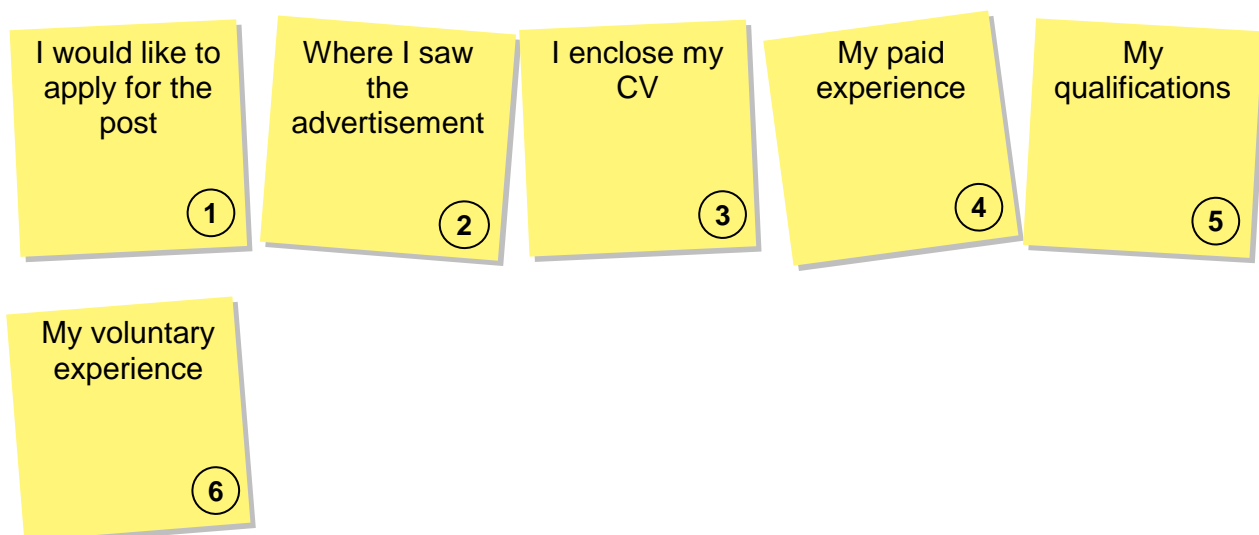
Planning a letter

It's always good to **make a plan for a letter before you write it**. One way to plan is to use **sticky notes**. This helps you to check that you've included everything you want to say. You can also move the sticky notes around into the order you want.

Mona saw an advertisement for a learning support assistant in a local school. She wrote a letter to the secretary of the school enclosing her curriculum vitae (CV). **First she wrote down on a sticky note each point she wanted to include in her letter:**



Then she arranged the notes into the order she wanted for her letter:



Try using sticky notes to plan your own letter.