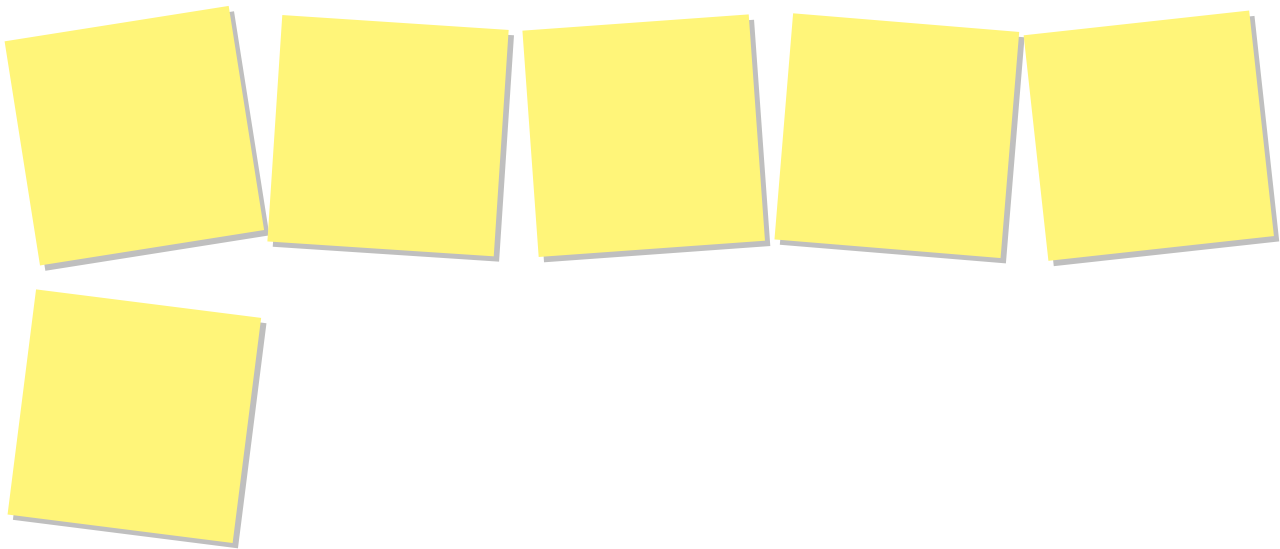




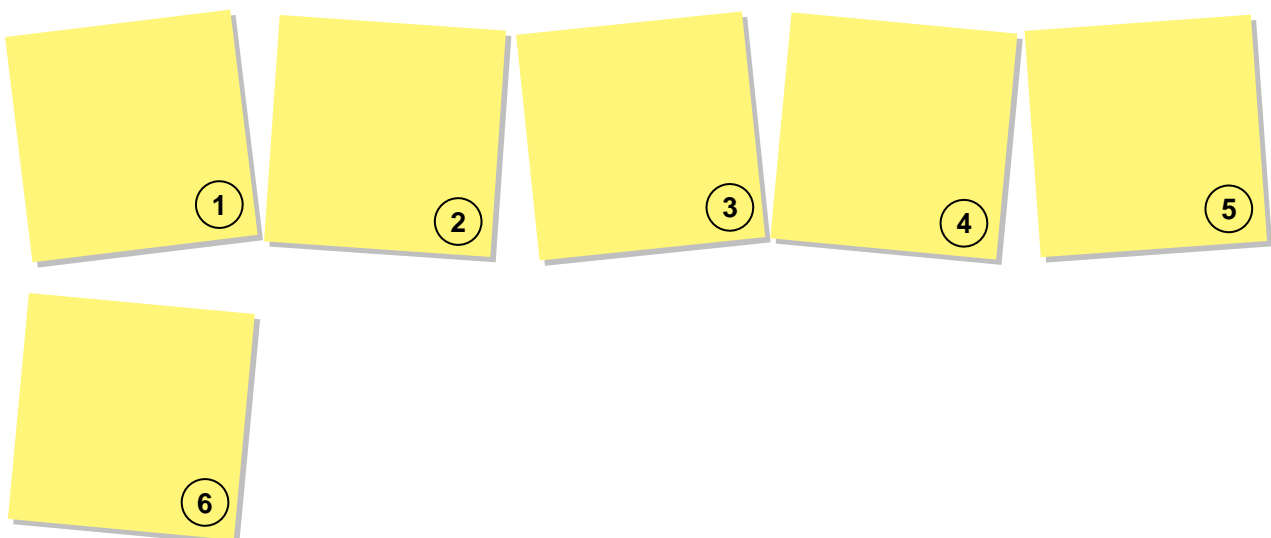
## Ordering your ideas

If you have a number of things to say in a letter, it helps to **jot down your ideas on sticky notes**. You can then move them around into the order you want. Use the notes below to plan your own letter or, if you prefer, use your own sticky notes.

Decide if you want to write a letter to family or friends; or if you want to write a formal letter, such as writing for information about a course. **Put one idea on each note.**



Now arrange the sticky notes in the order you want for your letter:



Now you're ready to write the first draft of your letter.