



Using sticky notes to plan a letter

Jot down your ideas on sticky notes before writing a letter if you have lots of things to say. You can then move them around into the order you want.

At the end of December, Kylie wrote a letter to all her friends and family about what she'd been doing over the past year. **First she put all the different points she wanted to cover in the letter on to sticky notes:**

Still enjoying work as a child minder

Started an evening class studying basic computing

Passed my driving test

Sent my first email to cousin Paul in New Zealand

Hope you are well

Went on holiday to Corfu

Bought my first car - a Nissan

Next year I might send this letter as an email!

Visited Albania for the day when on holiday

Busy year, lots of new things

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

1 Busy year, lots of new things

2 Hope you are well

3 Still enjoying work as a child minder

4 Passed my driving test

5 Bought my first car - a Nissan

6 Went on holiday to Corfu

7 Visited Albania for the day when on holiday

8 Started an evening class studying basic computing

9 Sent my first email to cousin Paul in New Zealand

10 Next year I might send this letter as an email!

Try using sticky notes to plan your own informal letter to friends or relatives. Or you can use sticky notes when writing a formal letter to make sure that you've thought about all the important information you need to include in your letter.