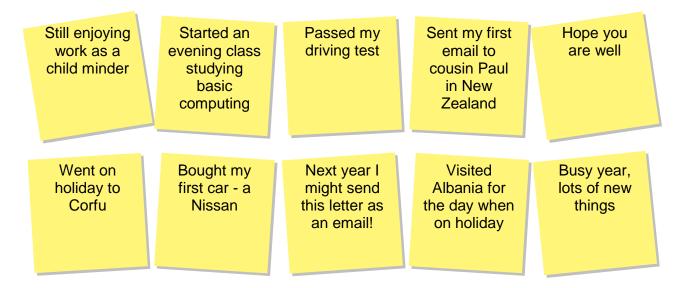


Using sticky notes to plan a letter

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:



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



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.

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