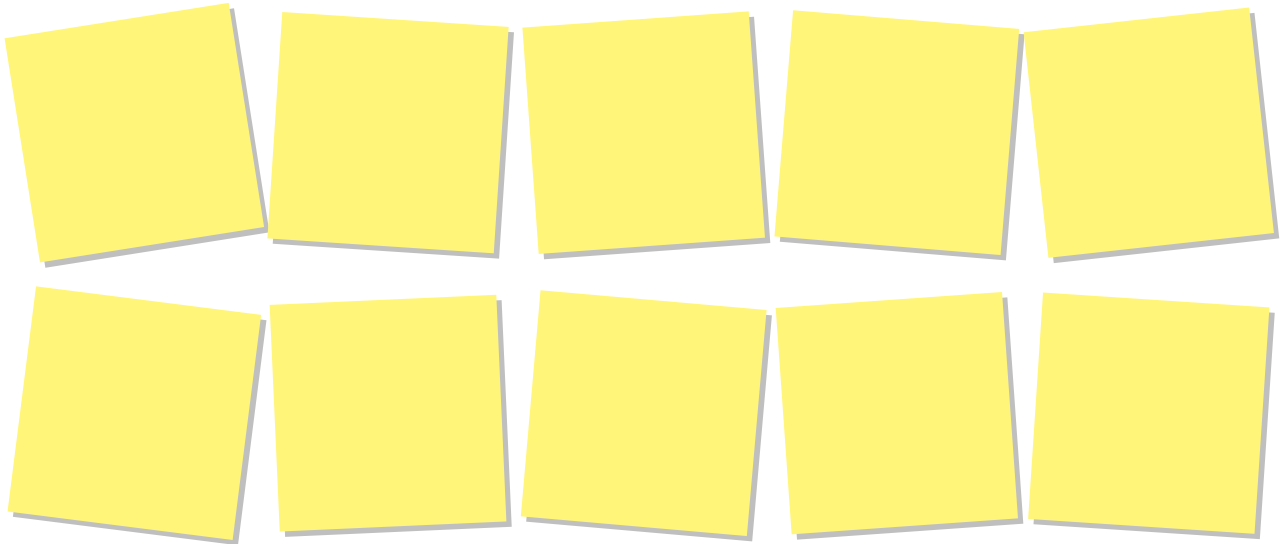


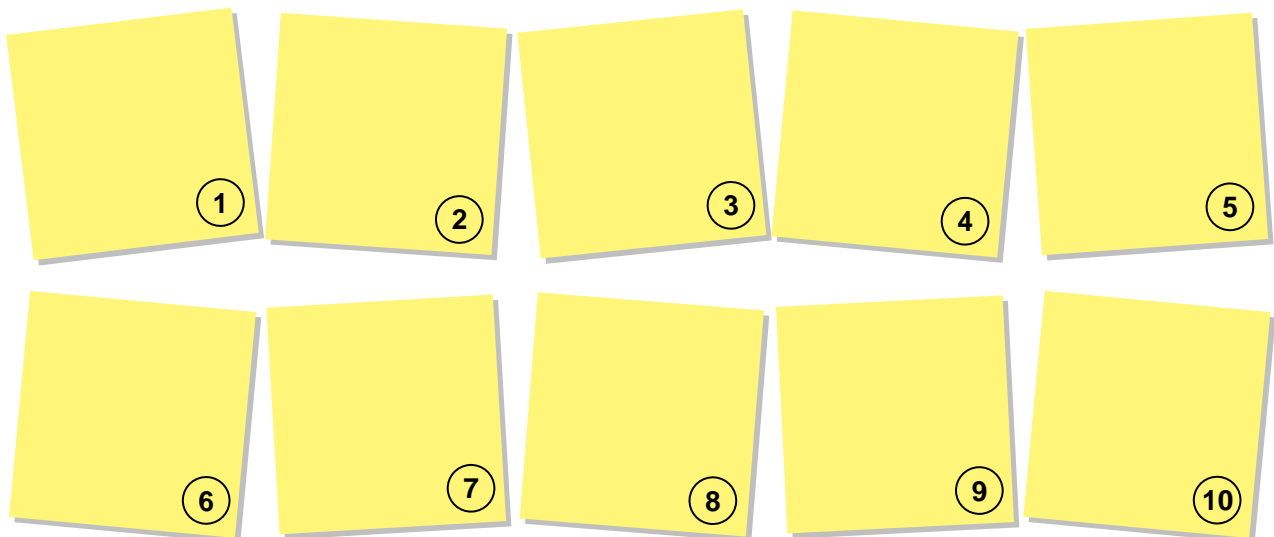


## Planning a letter using sticky notes

Use the notes below to plan your own letter or, if you prefer, write by hand on your own sticky notes. **Decide who you want to write to.** You may choose to write an informal letter to family or friends, or you may want to write a formal letter, such as a letter of application or a letter of complaint. Use as many sticky notes as you need to get all your ideas down. **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.