



Planning using a list

Della has just moved into a new flat. She wanted to write a letter to a friend, Maya, telling her about her new home. To plan the letter, she wrote **a list of everything she wanted to include** in the description of her new home. Here is her list of points to include:

- the kitchen
- the number of rooms
- what the street is like
- transport links
- what I think about the flat
- what I need to buy for the flat

When she'd written her list, she decided what she wanted to write about first and **the order** in which she wanted to cover all the rest of her points. She decided that she wanted to start by describing what the street is like.

The plan now looked like this:

1. what the street is like
2. transport links
3. the number of rooms
4. the kitchen
5. what I need to buy for the flat
6. what I think about the flat
7. an invitation to Maya to visit her new flat



Have a go at writing a list to help plan your own writing.