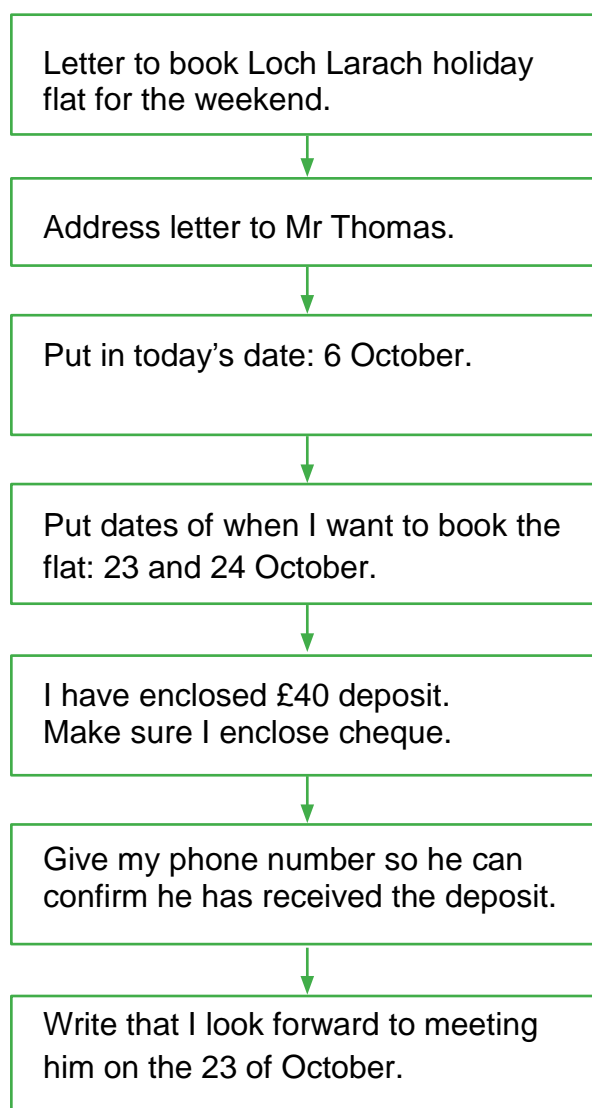




Using a flow chart

A **flow chart** is a diagram showing a **sequence of events** in a step-by-step process.

Arif used this flow chart to plan writing a letter to confirm a holiday booking.



A flow chart can also be used when **writing a report** on something that has happened, such as an accident at work.

Consider using a flow chart like this to plan your writing.