

## Planning with a list

Here is a template of a **bulleted list** you can use when planning your writing.

First answer the **why** and **who** questions.

**Why:** what is the **purpose** of your writing?

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**Who:** who are you writing to?

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**What:** what is the **subject** of your writing?

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**Remember:** there are different templates for planning writing. Don't forget to look at factsheets and worksheets for other examples.