

Planning with a flow chart

Here is a template of a **flow chart** you can use when planning your writing. It may be helpful when you want to plan something in a **step-by-step process**.

Answer the following questions first:

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

Who: Who are you writing to?

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

Now start jotting down the steps in the process:

Subject:

