



## Planning with a vertical chart

You've decided to write an article for a magazine about a special day. It could be your first day at college or it could be your first day in a new job. A **vertical chart** is good for planning this type of writing as it helps you to recall and organise the events of the day in the order they took place.

Starting at the beginning of the day, list the **main events** down the left of the page. You can then expand each event by **adding more details**, such as **descriptions** of people, places and feelings, in the space on the right. These details will make your article more **vivid and interesting**.

**The main events** (starting at the beginning of the day): eg the journey, arriving at college or work, the first class or task, lunch, afternoon and back home.

**Additional details:** eg first impressions, how you felt, what people said and did, descriptions of people and places, anything unexpected, funny or unusual.

You can use this type of plan to describe a wide range of events, such as a holiday, a family gathering or an event at work. The main events can then be developed into separate paragraphs.