

Planning to write an argument

Name: _____

Getting started

What is my argument about? _____

Who am I writing for? _____

Where will I find evidence? _____

Planning my argument

1. Introduction

What is my opinion? (for or against) _____

2. Evidence to support my opinion

Point 1 _____

Point 2 _____

Point 3 _____

3. Summary

A statement that repeats my opinion _____



Hint: Arguments use persuasive language such as *must* and *should*. Are there other arguments about this issue? Where will I find evidence?

Additional features I could use

- Text boxes to provide additional information
- Photographs and diagrams to support the text
- Captions and labels to explain photographs and diagrams

Planning to write an explanation

Name: _____

Getting started

What is my topic? _____

What do I want to explain? _____

Who am I writing for? _____

Where will I find information? _____

Planning my explanation

1. General statement

What am I explaining? _____


2. Explanation of the process

First _____

Next _____

Then _____

Finally _____

 **Hint:** Explanations tell *how* and *why* things happen. They use words like *as*, *because* and *result*. They use phrases that describe time.

Additional features I could use

- Maps to show location
- Text boxes to provide additional information
- Photographs and diagrams to support text
- Captions and labels to explain photographs and diagrams
- Time line to show history of key events

Planning to write a report

Name: _____

Getting started

What is my topic? _____

What do I want to describe? _____

Who am I writing for? _____

Where will I find information? _____

Planning my report

1. General statement

What am I describing? _____


2. Description

What do I describe first? _____

What do I describe next? _____

3. Conclusion

Can I summarise what I have written? _____

 **Hint:** The verbs *is*, *are*, *has* and *have* will help your description.

Additional features I could use

- Maps to show location
- Text boxes to provide additional information
- Photographs and diagrams to support text
- Captions and labels to explain photographs and diagrams
- Time line to show history of key events

Planning to write a recount

Name: _____

Getting started

What is my recount about? _____

Who am I writing for? _____

Planning my recount

1. Setting: orientation

Who? _____

What? _____

Where? _____

When? _____

2. Significant things that happened (in order)

First (event 1) _____

Then (event 2) _____

Finally (event 3) _____

3. Conclusion: Comment

Can I summarise what I have written? _____



Hint: What voice will I use?
first person *I, we, my*, or third
person *he, she, they*?

Additional features I could use

- | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Extra facts | <input type="checkbox"/> Emails | <input type="checkbox"/> Time lines |
| <input type="checkbox"/> Quotes | <input type="checkbox"/> Photographs | <input type="checkbox"/> Diaries |