Get It Together: WRITE
I can write to explain a topic to an audience.

Who is my reader?

What is the Main Point I will make?

Supporting information to include to make that point clear:

___  ____________________________________________
___  ____________________________________________
___  ____________________________________________
___  ____________________________________________
___  ____________________________________________
___  ____________________________________________
___  ____________________________________________
___  ____________________________________________

Get It Across: Organize Your Report
Number the information you will include.
Number it in the order you will include it in your report.
What’s first, second, third…