T-Chart Writing Plan (for Single or Multiple Paragraphs) _____ Date_____ Name _____ **Topic** (complete sentence) WHO? (people) WHAT? (things) WHAT KIND? (Describe it.) WHERE? (places) WHEN? (time) WHY? (reasons) HOW? (way of doing something) Transition word(s) **Details** Key Idea Transition word(s) **Details** Key Idea Transition word(s) **Details** Key Idea

Conclusion