

# PLANNING SHEET



## MY PARAGRAPH PLAN

**Dear + (friend's name)**

**(Para 1) *place, weather, clothes he is wearing***

**(Para 2) *where he is staying, what he is doing***

**(Para 3) *evening activities, food***

**(Para 4) *closing remarks***

**Yours/ Love/ Best wishes/ etc,  
(your first name)**