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| **Letter Recount Scaffold: Factual** |
| **Greeting:**Address of the person receiving the letter.Date you are writing the letter.Sender’s details.Greeting to the recipient. |  **Key Words:** |
| **Orientation / Introduction:**Who – introduce yourself and include details of the school project.Why – Details of why you are writing this letter. For example, who it is about, when the person lived at that address, etc. |
| **Sequence of events:**Detail four important events of the person’s life in the order they occurred. **1st –** When the soldier signed up to the war**2nd –****3rd –** **4th –** How did the war end for this person? For example, did the soldier die? If so, when, how and where are they buried?  |
| **Conclusion of letter:**Thank the recipient for taking the time to read the letter.Any personal comments you want to add.Ending. |