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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. | |