

PLANNING STRATEGIES

Before you begin any writing assignment, answer the following questions as well as you can. Return to the questions as you draft the document and refine your answers. The answers will help you decide *what* to write about and *how* to write it. They also will help you decide what language to use, what to include, and what to omit.

1. What question(s) should this document answer?
2. What is my answer to each question (no more than a few words)?
3. Who is my reader?
4. What is my reader's relationship to me?
5. How much does my reader know about the subject and my answer?
6. What is my reader's attitude about the subject and about my answer?
7. What does my reader need to know to understand my answer? List in "need to know" order.
8. Why am I writing this (to inform, to persuade, to accomplish some other end)?
9. What constraints do I have?