## Questions to Consider when Planning a Document

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| 1. Given what you know from the situation, what will be your purpose in writing the document? |
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| 1. What type of document will you be writing? (initiative, responsive; e-mail, letter, short document) |
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| 1. Who are your primary readers for this document? |
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| 1. Are there any other readers? |
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| 1. How much information does your reader already have about this topic? |
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| 1. Are there reasons why your reader might disagree with your comments? What changes might persuade your reader to consider your message more favorably? |
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| 1. How much time will readers have to read the document? |
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