## Questions to Consider when Planning a Document

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