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| **1. Focus My Thoughts** | |
| **Purpose**  (Why am I writing?) | To [recommend, request, inform, or other verb]… |
| **Who is your reader?**  **What characteristics will influence the way you write to your reader?** | [Example: My reader is my supervisor.]  [Example: She is very busy, appreciates brevity, and is familiar with technical terms and acronyms.] |
| **2. Plan the Document** | |
| Reader’s Questions | My Answers |
| Reader’s Main Question: **What is this about? (What are you recommending, requesting, or informing me of?)** | (Note: You may need to include some brief context before the main message.)  (**Main Message:** This is the answer to the reader’s main question. This sentence summarizes what you are recommending, requesting, or informing the reader of; it should reflect the purpose, but not necessarily in the same words.) |
| **Reader’s Next Questions: (Fill in questions arising from main message.)** | **My Answers** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| **Closing**  **Follow-up action required? Need any other closing?** | [Follow-up action or other closing] |