|  |  |
| --- | --- |
| **1. Focus My Thoughts** | |
| **Purpose**  (Why am I writing?) | To respond to the reader’s original request |
| **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.] |
| **Reader’s Original Request** |  |
| **2. Plan the Document** | |
| Reader’s Questions | My Answers |
| **What is this about?** | (Responsive reminder statement: This sentence reminds the reader of the original request.)  [Examples: You asked me to... or As we discussed… ] |
| **Reader’s Main Question: What is your response [to my original request]?** | (**Main Message**: This sentence responds to the reader’s original request.) |
| **Reader’s Next Questions: (Fill in questions arising from main message.)** | **My Answers** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| **Closing**  **Follow-up action required? Need other closing?** | [Follow-up action or other closing] |