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| **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] |