

Planning Guide

Before writing, you must know

- **who** you are writing to
- **why**--what do you want the audience to do
- **what** do you want to say about the topic

Write a brief plan before plunging into any writing assignment:

I am writing to _____ with copies
to _____ (reader)
(other reader) and to _____ (other reader) .

Their writing styles are the same as mine different from mine in the following ways:

My primary purpose is: _____

A secondary purpose is: _____

Key dates: _____

Key points to include:

•	•
•	•
•	•
•	•