



Planning Your Writing: 5 Things to Identify Before Doing Your First Draft

1) **Audience:** The person(s) who will be reading your writing.

Examples: Top management
Peers
Subordinates
Customers (general public)

2) **Purpose:** The reason(s) why you are writing.

Examples: To inform
To recommend (give reasons, benefits or advantages)
To describe procedures
To summarize
To request action

3) **Subject:** The topic you are writing about. It is a few words that clarify the purpose.

Example: New procedures for cashing checks.

4) **Format:** The type of writing.

Examples: Letter
Memo
Report
Proposal
E-mail

5) **Thesis Sentence:** It is the main point you are trying to show, state or prove in your writing. It is an expanded statement of your purpose and subject.

Example: To cash checks now, you will need to go through the following three new procedures.

NOTE:

1. The thesis sentence must contain a key word(s) that can help your reader see into what paragraphs or sections your writing is divided -- for example, "reasons," "background," and "steps." The key word is usually a plural noun (i.e. a person, place or thing).
2. A paragraph deals with one point only, which is usually one example of the plural noun (key word). This one point should appear in the first sentence of the paragraph. The rest of the paragraph consists of details that support or explain this one point.