

Practice Exercise

My Document Type: _____

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|-------------------------|---|--|
| 1. Audience | Who is my Audience? | |
| | What does my Audience expect? | |
| 2. Purpose | Why am I writing this Document Type? | |
| | Where will the Document Type be accessed? (Print, On-line, Mobile, Desktop Computer) | |
| 3. Content | What Content am I writing? | |
| | How can I provide clarity? | |
| 4. Organization | What strategies will I use to Organize the Content? (Tables, Post-It Notes, Lists, Headers) | |
| | Is the Content easy to access? | |
| 5. Style/Grammar | Where can I verify local and national standards? | Resource: http://www.uscourts.gov/services-forms/forms |
| | What resources can I use to verify spelling and grammar? | Resource: http://www.chicagomanualofstyle.org/home Resource: https://owl.english.purdue.edu/exercises |
| 6. Presentation | Does the Presentation match the Content? | |
| | Are font sizes, line sizes, images, and signatures presented accurately? | |
| 7. Revision | How can I revise for Audience, Purpose, Content, Organization, Style/Grammar, and Presentation? | |
| | Is my Document Type ready for my Audience? | |