WHO IS MY AUDIENCE?

_____

_____

What content will I be writing about? Is the content common sense or specialised? If the content is specialised, what technical terms will I be using?

_____

_____

_____

_____

What is the relationship between me as the author and my audience?

☐ Expert (me) to novice (audience)

☐ Equal

☐ Novice (me) to expert (audience)
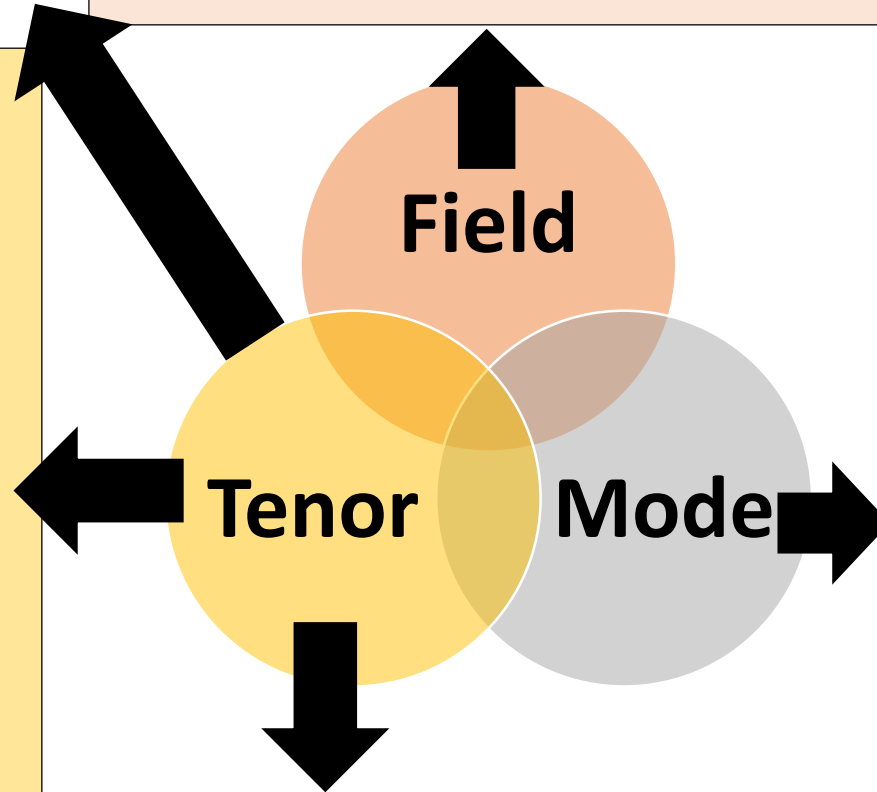
Is the relationship personal or impersonal?

☐ Personal

☐ Impersonal

Is the relationship formal or informal?

☐ Formal

☐ Informal

Will I be writing in first person, second person and/or third person?

☐ First person

☐ Second person

☐ Third person

Field

Tenor

Mode

Will my text be spoken-like or written-like?

☐ Spoken-like

☐ Written-like

How will I make it sound spoken-like or written-like?

_____

_____

_____

Will my text be planned or spontaneous?

☐ Planned

☐ Spontaneous

How will my text be published?

☐ Written report

☐ Multimedia presentation

☐ Speech

☐ Other _____

Will I be using formal language, colloquial language and/or slang?

☐ Formal language

☐ Colloquial

☐ Slang