Have a plan to **ANALYZE THE PROMPT**!

Make it consistent throughout your whole building!



**Situation—**What has led to this point? What is the background?

**Purpose-**Why am I writing? What am I trying to accomplish? **Audience**-To whom am I writing? How much do they already know? **Mode-** What form am I writing? Blog, Article, Email, Speech, Editorial?

**WWW**



Whom am I writing to?

Who is the audience? How would you talk with this audience? What do they already know that you can leave out?

Why am I writing? Are you writing to tell a story, to give your opinion, or to let your audience know what you know about a subject?

What am I writing? What is the form you are going to use to write to your audience?

OR

Whom am I writing to?

Who is the audience? How would you talk with this audience? What do they already know that you can leave out?

Why am I writing? Are you writing to tell a story, to give your opinion, or to let your audience know what you know about a subject

What format am I to use? What is the form you are going to use to write to your audience?