

SOAPSTONE Writing and Editing Checklist

Answer each of the questions at the planning stage of your work.

Double-check your work when you've finished.

	CHECKED?
Speaker	
<ul style="list-style-type: none"> Who are you? 	
<ul style="list-style-type: none"> What is your perspective on what you are writing? 	
<ul style="list-style-type: none"> What are your values in relation to what you are writing? 	
<ul style="list-style-type: none"> What details will you reveal? 	
<ul style="list-style-type: none"> Why is it important that your audience know who you are? 	
Occasion	
<ul style="list-style-type: none"> How does your knowledge of the occasion affect what you are writing about? 	
<ul style="list-style-type: none"> What are you writing for, and how does it fit into the bigger picture? 	
Audience	
<ul style="list-style-type: none"> What are the characteristics of your audience? And their values? 	
<ul style="list-style-type: none"> What assumptions are you making about your audience? 	
<ul style="list-style-type: none"> How are the audience members related to you? 	
<ul style="list-style-type: none"> Why are you addressing them? 	
Purpose	
<ul style="list-style-type: none"> What do you hope to accomplish with your writing? 	
<ul style="list-style-type: none"> How would you like your audience to respond? 	
<ul style="list-style-type: none"> What do you want them to do? 	
<ul style="list-style-type: none"> What evidence are you going to provide to your audience? 	
Subject	
<ul style="list-style-type: none"> What are you talking about? 	
Tone	
<ul style="list-style-type: none"> What do you want your audience to feel? 	
<ul style="list-style-type: none"> How will your attitude make the piece of writing more effective? 	
<ul style="list-style-type: none"> What is your attitude? (Try choosing a few words before you write that accurately reflect the attitude you want to convey.) 	