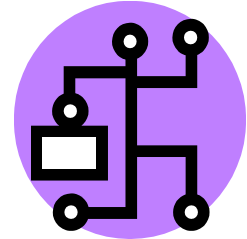


Quick Tip of the Week

Did you know . . .

Determining the purpose and audience of your writing will help determine the content, organization, tone and style of anything you write. Therefore, it is essential that you think about this aspect of every assignment before you sit down and begin writing!



Ask yourself:

1. What do I want to accomplish by writing this essay or paragraph?

This sounds simple enough, right? You want to complete an assignment and get a good grade. You're writing this essay because your teacher told you to, right? . . . WRONG. You need to think about what you want your reader to think or feel by reading the essay or paragraph.

What I mean is this—are you writing the essay so that you can teach your reader about poodles (informative), do you want the reader to believe that poodles are the best dogs ever (persuasive), do you want to tell a story about how your poodle saved your life when you were three years old (reflective), or do you want to review the performance of the dog groomers shop down the street (evaluate).

These are only a few examples of the kinds of purposes you may have for writing, but each purpose will require a different style of writing. For example, an informative research essay on dog breeding will be written very differently from a review of the terrible haircut your poodle got from the groomer, right? So, think about the kind of essay or paragraph you want to write before you start writing.

2. Who will be reading this?

This also sounds simple too. You're writing this for your teacher to read, right? . . . WRONG again. Everything you write will be read by your teacher, but much of what you write will also be read by your peers (fellow classmates) so keep that in mind too.

More importantly though, if your teacher tells you to write a persuasive letter to your local Congressman be sure to write it as if this

Congressman is the person who will be reading the essay and not your instructor. Also, think about the difference in your writing style and vocabulary if your instructor were to ask you to write an email to your grandmother about poodles and then a letter to your boss about the same thing. They would be very different, don't you think?

So, pay close attention to the directions of each assignment to determine how you need to approach the writing to fit the correct audience before you start.

If, at any time, you are not sure about who your audience should be ask your instructor. Chances are, other students in the class aren't sure either.