

Writing Checklist

Planning	<ul style="list-style-type: none"><input type="checkbox"/> Do I know who my target audience is?<input type="checkbox"/> Have I chosen the best method to communicate with them?<input type="checkbox"/> Is there a clear, single purpose to my message?<input type="checkbox"/> Have I thought about the benefits to my audience?<input type="checkbox"/> Will the audience know what I want them to do or understand?
Draft	<ul style="list-style-type: none"><input type="checkbox"/> Is my subject line engaging and descriptive?<input type="checkbox"/> Is my message logically structured with the important information at the top?<input type="checkbox"/> Have I told the reader everything they need to know?<input type="checkbox"/> Have I told them how to find more information?<input type="checkbox"/> Have I used clear and simple language?<input type="checkbox"/> Is my message positive and encouraging?
Edit	<ul style="list-style-type: none"><input type="checkbox"/> Have I reviewed my writing using the 'Writing Toolkit'?
Review	<ul style="list-style-type: none"><input type="checkbox"/> Have I tested my message or asked for feedback?<input type="checkbox"/> Have I rewritten my message if necessary?
Proofread	<ul style="list-style-type: none"><input type="checkbox"/> Has my message been thoroughly proofread?
Design and layout	<ul style="list-style-type: none"><input type="checkbox"/> Does my document follow the FedUni brand guidelines?