

Writing Assignment Template

Create a reason to communicate in writing by specifying audience, purpose, tone, form, & source material for each writing assignment.

| Form* <ul style="list-style-type: none"> • What form should this writing take? • What are the unique features of the form? • What content should be included? • *Other forms of writing: Grants, headlines, essays, personal Statements, captions, editorials, speeches, treatments, e-mails, journals, and many more. | Letter Date Dear _____, Sincerely, | Proposal Cost Sheet Details about project. | Art Review Dates, location and phone number of gallery. Full name of artist, etc. | Research Paper MLA citations, etc. Double-spaced | Post Critique Feedback Name of student, purpose of the assignment | Midpoint Review |
|---|--|---|--|---|---|---|
| Audience Who am I writing for (other than the teacher)? | | | | | Classmates | Department director and faculty |
| Purpose Why am I writing? What is the purpose of this communication? | To explain what you learned in class today. | To convince Company X fund your idea. | | | To offer specific and constructive feedback to peers. | To confirm that you are ready to proceed to the next level. |
| Tone What tone is appropriate for the audience, form and purpose? | | Formal | | | Informal | |
| Source Material Where will I get the information I need to meet my purpose? | | Internet research about Company X's brand and mission. | | | During the critique. | |