


Planning and Outlining a Report

KEY ACTIONS FOR PLANNING A REPORT	
<p>1. Identify the Purpose</p> <ul style="list-style-type: none"> a. Why are you writing this report b. What do you want your reader to think or know after they have read your report 	
<p>2. Identify the Target Audience</p> <ul style="list-style-type: none"> a. Who will be reading this report? b. Is there a secondary audience? (people who may get copied on the report) c. What do they know? d. What do they need to know? e. What is their relationship to you? 	
<p>3. Identify the Context</p> <ul style="list-style-type: none"> a. Is this a routing report b. Is the report expected c. Will the report convey positive or negative news? d. Are there other events happening that could affect how your report is received? 	
<p>4. Identify the Content</p> <ul style="list-style-type: none"> a. What information do you have on hand? b. What information do you need to gather? c. What resources are available to you? 	