

## The Five Steps of Prewriting

Use this form for the prewriting phase of every business document you write.

Step 1: Develop a subject and a point:

- Subject (Write a sentence telling what this document is about):
  
  
  
  
  
  
  
  
  
  
- Point (Write a sentence telling your main point -- hook your reader):

Step 2: Analyze your audience (Who are they? What is in it for them?):

Step 3: Define your purpose (Tell what you are trying to accomplish in this document):

Step 4: Brainstorm (Write a bulleted list of ideas to cover in your document):

Step 5: Organize your information (You might use one of these structures: key elements, time order, problem/solution, or a combination):