

# FAST Form

Category	Description/Notes
<b>Format</b> What type of document will you use? What are the elements of that document type?	
<b>Audience</b> Who will receive your message? What are their expectations? What's in it for them?	
<b>Style</b> What 'personality' does your writing have? Consider issues like word choice, sentence length and punctuation.	
<b>Tone</b> How do you want your audience to feel about your message? Is your message formal or informal? Positive or negative? Polite? Direct or indirect?	