FAST Form

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