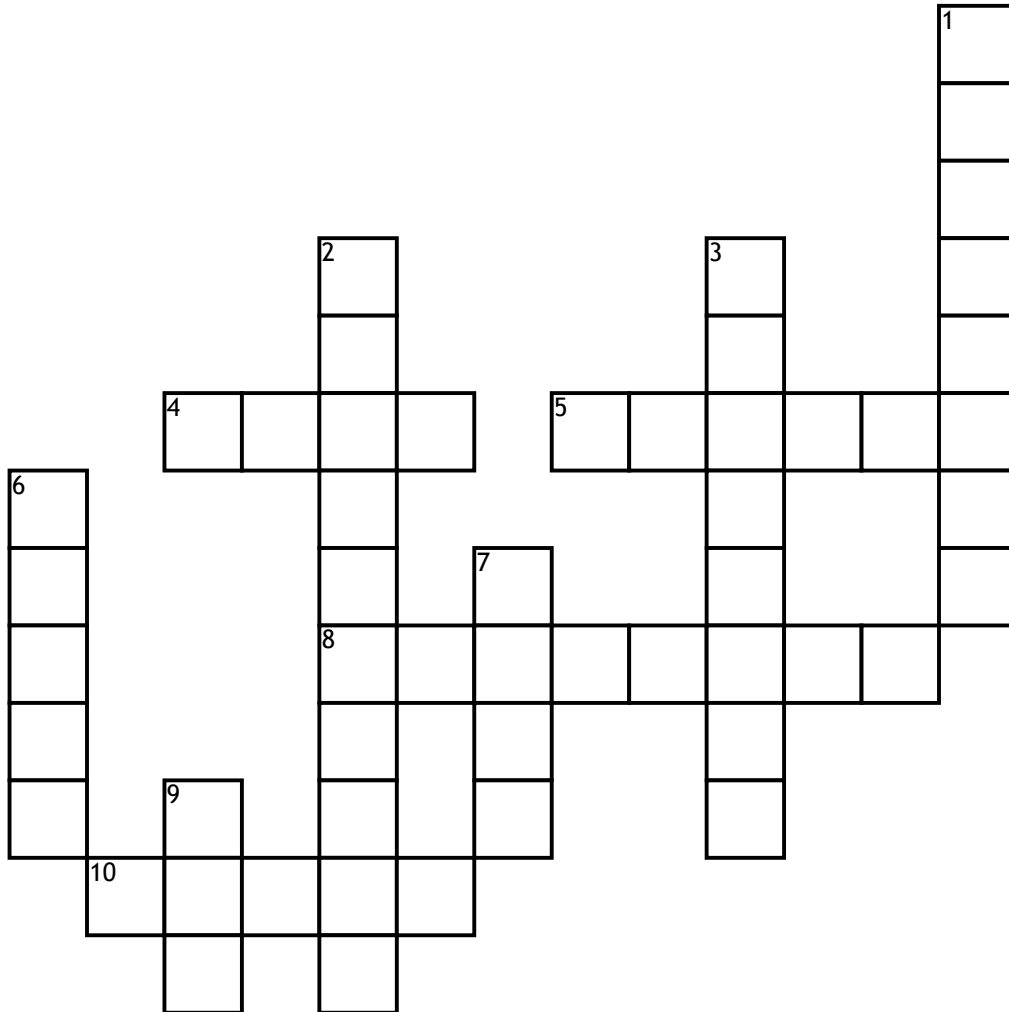


# Audience and Purpose



## Across

4. Ask yourself how \_\_\_ the reader wants to know
5. Readers don't want too much technical vocabulary (j\_\_\_\_\_)
8. Readers want information that is r\_\_\_ to them
10. Consider if it would be better to pick up the \_\_\_ or email the audience

## Down

1. Before you write you must know your \_\_\_\_\_
2. Think about how much b\_\_\_\_ information the reader needs to know
3. Ask yourself how you can p\_\_\_ the audience
6. Make sure your email is b\_\_\_\_\_
7. You must ask yourself who \_\_\_ will read your email
9. Ask yourself \_\_\_\_\_ you are writing before you write