



Briefing sheet for writers and reviewers

The person commissioning a document can complete this brief to guide writers and reviewers. Everyone involved with creating a document needs to agree on what the document should achieve.

Commissioner _____

Writer _____

Background to the document

The purpose of this document is to...

The outcome or result we want to achieve from the reader reading this document is...

The main message of this document is...

Other key messages are...

The readers of this document are...

Information about the readers that we need to take into account — for example, their level of interest, how much they already know, their level of technical expertise, or how busy they are.
