Document Review Form
(To be completed by authors of documents and affixed to them when submitting them to others for review.)

What is the purpose of this document?

Who is the audience? What is their organizational position? What is their organizational role? (Transmitter? Decision maker? Action taker? Advisor? Learner? Implementer?) How does your writing accommodate these roles?

What knowledge is your audience likely to have of the topic, and what background knowledge must you supply?

Does your audience already hold an opinion on the topic? How do you accommodate this opinion?

What is your audience's attitude toward you as the author of the document?

Under what conditions will they be reading this document? What will they do with it?

How does your document meet expectations for document design for this specific genre?