

Before you write, it's important to think about **what you would like to say**, and **to who you would like to say it to**. Take a moment to ponder these fundamental questions before you begin planning your draft.

❖ **What would you like to express?**

❖ **Why do you want to express it?**

❖ **Who do you want to communicate with?**

❖ **In what format do you want to express yourself?**