Components of a Document

Writing Effective Documents

What Is a Document?

- Deliverable for your customer
- Compilation of words, sentences, and paragraphs with a cohesive message
- Vehicle for conveying information to the customer

What Is an Effective Document?

- Meets an obvious purpose
- Meets the needs of the audience
- Employs the six characteristics of effective writing
- Is created using the writing process
- Has an introduction, body, and conclusion

Parts of a Document: Introduction

- Provides a preview of the document
- Usually contains the main idea
- Identifies the purpose of the document
  - Inform
  - Persuade
  - Instruct

Introduction - Example

Gardening in SW Idaho presents unique challenges because of the poor soil quality and the hot, dry weather. In this document, we will present some tips on preparing the soil, planting the seeds, growing the plants, and harvesting the vegetables that will make you a more successful gardener.

Parts of a Document: Body

- Contains paragraphs that support the main idea and purpose of the document in a coherent way
  - Describes the main points in a logical order
  - Explains the ideas clearly
  - Uses transitions to tie paragraphs together

Document Body: Transition Example

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After the soil is properly prepared, you are ready to plant the seeds. The next section provides tips to make your planting successful.

Planting the Seeds

Seeds germinate best when the soil is warm and moist.

Parts of a Document: Conclusion

- Re-emphasizes the major points
- Leaves the reader with something to think about
  - Whether specific action should be taken
  - Whether more information is forthcoming

Conclusion – Example

As stated earlier, gardening in SW Idaho offers some unique challenges. However, if you use compost to prepare the soil, plant the seeds after the ground has warmed slightly, water lightly early in the morning or late in the evening during the growing season, and harvest the vegetables daily after they start to yield, you should have fresh vegetables all summer long.

What is an Effective Document: Review

- Provides a deliverable to your customer
- Conveys a cohesive message
- Contains an introduction, body, and conclusion