The three stages of the writing process consists of planning, multiple drafting, and revising and editing. Planning requires multiple levels of analysis such as analyzing the reader,the purpose of what’s written, and the writing situation. When gathering all of this information it’s important to organize all of the documents that encompass everything within the planning process.

After the planning stage, with all of your analysis organized in a document, the next stage is to create a rough draft. During this stage in the writing process, with the information gathered from the planning process, it’s important to develop a conceptual thought of the information without worrying about grammar, punctuation, spelling, and fine points of style. It’s important to stay within the flow of the organization of information.

The last stage of the writing process consists of a revision and editing cycle that takes place throughout the writing process, but particularly after you have begun drafting. Read your draft and rethink these elements. When revising and editing consider the following:

* Content
* Organization
* Headings
* Openings and closings
* Graphic aids
* Language
* Reader usability

I used these stages in the writing process on both audiences. In the memo, I needed to plan my scenario that was going to be presented to the specific audience. In knowing how to formulate my memo, I needed to analyze my audience and their level of technical knowledge of the subject as well as what was important to them. By doing so, I could formulate a purpose for my solution to the business problem scenario. After planning those items, I was able to organize all of my analysis and information to be written into a rough draft. I created multiple rough drafts. The first was a quick writeup of my information gathered. Once all of my information was formulated, I went through multiple revisions, editing each revision with better grammar, punctuation, spelling, and fine points of style that matched with the appropriate audience.

In the fact sheet, I applied the same writing process. Adjusting the appropriate style to match my audience, a cross-functional team, I gathered all of the data, images, and references of the data to formulate my rough draft. After putting all of my organized information into a quickly written rough draft, additional edits were added to better articulate the data, images, and information that needed to be conveyed for the particular audience. After multiple revision, the final draft was complete, finalizing the fact sheet.