Alex Iacob

Professor Childs

Professional Communications

September 7, 2022

Questions on Audience

*What are two or three common types of documents that you write?*

Proposals, documentation, and set of instructions. (All of which I used in my co-op)

*Do your audiences usually know a lot or a little about the topic of the document?*

So far, every person that I provided a technical document to had some understanding of the topic. However, that could be subject to change in the future.

*Do you try to find out about your audience before you write?*

Yes, understanding the audience is necessary for an effective document.

*Do you change your sentence construction, sentence length, or word choice to suit your audience? If so, how?*

Yes, if an audience is potentially less educated then it will be more effective to have a more basic vocabulary and sentence structure.

*Do you ever ask someone in your intended audience to read an early draft of a document?*

Yes, getting the suggestions and comments of an intended audience member allows you to get direct responses and areas of improvement.

*Does your awareness of audience power or inclination affect the way you write a document?*

Yes, if the audience holds power over the way a document is written. Depending on how accepting the audience is on the topic, you will have to cater even more specifically to that audience’s needs.

*Does your awareness of the history of a situation affect the way you write a document?*

Yes, if the history of the documents contains high quality work, then the standards to which your document will be held will be just as high.

*Do you ever write about the same topic to different audiences? If yes, are the documents different?*

Depending on the level of knowledge of the specific audience on the given topic, the document for the greater-knowledge-audience is more technical.

*Do you ever write one document aimed at multiple audiences? If yes, how do you handle this problem?*

To get the highest number of audience members understanding, it is usually better to cater to the audience with the least knowledge on the topic.