

Mental Moves

Describe

1. Observe and Research

What details do I need to include?

2. Visualize and Plan

What sensory information do I wish to convey?

3. Consider Your Audience

Who are my readers and what do they need to know?

4. Organize

In what order should the details be presented?

5. Revise

Does my language convey as strong and clear an impression as possible?