R - role

A - audience

F - format

T – topic

Role: What is your role (job or function) in this piece of writing? Are you writing from the point of view of a student, son or daughter, school leader, candidate, etc.?

Audience: Who will you be writing for or to? Are you writing to your teacher, principal, parent, mayor, school group, or peers?

Format: What will be the form of your writing piece? Will you create a letter, essay, or narrative/story?

Topic: What is your piece about? Will your piece be persuasive, sequential, descriptive, fictional or personal?