

Writing Assignment Template

Use this template as a guideline for working with a writer. Depending on the depth of the assignment and its purpose, you may want to exclude, change or include other information.

Content Format

[Article, report, email message, checklist, etc.]

Content Topic:

[Insert topic]

- **Specific sub-topics/points to cover:** [If you want certain aspects of the topic covered, include that information]
- **Opinion/angle:** [If you want the writer to have a certain opinion or angle on the topic, make sure to detail that]

Expected Length:

[include information on the required length]

Target Market

[Insert information about your target market that is relevant to the project. For example age, marital/family status, income, interests, values/beliefs, problems needing solutions]

Voice

[Insert adjective(s) and/or phrase(s) that describe the required voice: Explain why **EACH** description is important to your voice.]

Edits

[What edits are included in the project price?]

Payment Information

[How, when and how much will the writer be paid?]

Deadline:

[insert deadline details]