

## 2. Characteristics of Writing to Communicate

- Critical thinking
- Revision
- Reader-based prose
- Audience: distant
- Formal language of discourse communities
- Analytic
- Objective understanding of knowledge
- Forms: essay, reports, business letters.

NOTE: Emphasis here on the *process* of writing leading to a *product* means that expressive or informal writing can lead to transactional writing, or writing to communicate.