

Minto approach writing checklist

Use the following questions to review your draft once you've completed it:

Check your Situation section

- Does my situation establish facts that my audience already knows and accepts?
- Have I included specific, verifiable data (numbers, dates, trends)?
- Does this section create common ground without taking controversial positions?
- Does my situation naturally lead toward the complication I'll introduce?

Evaluate your Complication section

- Does my complication create genuine urgency for action?
- Have I quantified the problem's impact with concrete metrics?
- Does this problem directly threaten or undermine what I established in the situation?
- Will my audience feel that something must be done after reading this?

Assess your Question section

- Does my question emerge logically from the complication?
- Is it focused on "how" rather than "whether" action should be taken?
- Does the question align with my audience's decision-making authority?
- Is it specific enough to guide analysis but broad enough for comprehensive solutions?

Review your Answer section

- Do I lead with my main recommendation in the opening paragraph?
- Are my supporting arguments organized into 2-4 logical themes?
- Does each supporting point directly justify my main recommendation?
- Have I provided concrete evidence (data, examples, timelines) for each argument?
- Have I addressed the most obvious counterarguments or risks?
- Do I include implementation details and success metrics?

Verify structure and flow

- Can a busy reader understand my recommendation by reading just the first paragraph?
- Does each section flow logically to the next?
- Have I used clear headings that make my structure obvious?
- Would my argument still make sense if someone read the sections out of order?

Polish and finalise

- Is my writing concise and free of unnecessary background information?
- Have I eliminated jargon that my audience won't understand?
- Are my references properly formatted according to the required style guidelines?
- Does my conclusion reinforce the main recommendation without simply repeating it?