Use the following questions to help you unpack the purpose, audience, conventions, and trouble spots (PACT) of the technical report you've been provided.

**Purpose**
- What is the writer’s goal in communicating? What are they hoping to accomplish?

**Audience**
- Who is the reader? How do you know?
- What does the writer want the reader to do with the report?

**Conventions**
- What are the parts of the report?
- How does each part function (i.e. what is the purpose of each part of the report)?
- How does the writer use headings and subheadings?
- Where and how does the writer use formulas, tables, images and/or diagrams?
- What kind of vocabulary does the report use?
- How does the report use references?
- What is the writer’s tone (e.g. reserved, formal, informal, etc).

**Trouble Spots**
- What could get in the way of the writer’s goals with respect to purpose, audience, and/or conventions?

**Purpose:** What exactly do I want to happen?
**Audience:** Who is reading, listening, or viewing?
**Conventions:** What is expected in this context?
**Trouble:** What could get in the way of my goals?