

WRITE COLLECTION • GUIDE

Serious Drafting Kit

A source-grounded drafting workflow for complete, defensible writing with human authorship intact

FREE PREVIEW

What's included in the full kit

- 17-page drafting guide (Letter + A4 PDF)
- 6-page workbook with 6 worksheets (Letter + A4 PDF)
- Drafting prompt library: 8 prompts (PDF)
- Draft completeness tracker (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at kitandfile.com

1. Define the Draft's Job

Module 1 of 6

Why This Matters

A topic is not a writing assignment. A usable draft begins with a reader, a purpose, an output, and a decision about what belongs outside the boundary.



When You're Done

You have a one-page drafting brief that makes the job and limits visible.



Do This Now

- 1 Name the reader and the situation that brought them here.
- 2 State what the draft should help them understand, decide, or do.
- 3 List required sections, evidence, and examples.
- 4 Write the exclusions and the definition of complete enough.

Worked Example

'Write about onboarding' becomes 'Draft a manager guide that helps a new hire complete day-one access, meetings, and first-week expectations without asking where to begin.'



Reflection

What should be different for the reader after this draft exists?