

Three-Step Writing Process

Business Communication

1 Plan

Analyze the Situation

1. Define the purpose for writing.
2. Develop an audience profile.

Gather Information

1. Determine audience needs.
2. Gather information satisfying those needs.

Select the Right Delivery Vehicle

1. Select the best delivery vehicle for delivering your message; e.g. E-mail, direct mail, website, video, etc.

Organize the Information

1. Define the main idea.
2. Limit the scope.
3. Select a direct or indirect approach.
4. Outline the content.

2 Write

Adapt to the Audience

1. Use the "You" attitude, politeness, positive emphasis, and unbiased language.
2. Build credibility with the audience.
3. Project company's preferred image.
4. Use conversational tone and appropriate voice.

Compose the Message

1. Choose strong words that create effective sentences and coherent paragraphs.

3 Complete

Revise the Message

1. Evaluate content and review readability.
2. Edit and rewrite for conciseness and clarity.

Produce the Message

1. Use effective design elements for a clean and professional layout.

Proofread the Message

1. Review for errors in layout; spelling and mechanics.

Distribute the Message

1. Deliver message using the chosen communication vehicle.
2. Ensure all documents and relevant files are distributed successfully.

Business Writing Communication Strategies Applications

Richard C. Huseman



Business Writing Communication Strategies Applications:

Business Writing and Communication Harry Matthew Brown, Karen K. Reid, 1979 Business Writing and Communication Harry Matthew Brown, Karen K. Reid, 1979 Readings and Applications in Business Communication Richard C. Huseman, James M. Lahiff, John M. Penrose, 1985-01-01 *The Journal of Business Education*, 1984 **Business Communication** Zahed Mannan, 2013-10-20 This textbook is suitable for university students and executives and also for any person who wishes to gain a broad understanding of business communication and public speaking. Zahed Mannan examines both the historical roots as well as contemporary theories of communication to give the reader an introduction to the theory and practice of communication. He then applies the principles of communication to the public speaking context and guides the reader through the steps in the writing process. The book ends with a part that deals specifically with real life examples of business communication. The text's comprehensive topic coverage provides clear guidance for all communication practices in business and organizations. Centered on the notion that business communication can influence the interpretation of issues and events, this text provides students and executives with practical tips, contemporary applications, and emphasizes on realities of daily career life. BUSINESS COMMUNICATION has been written and designed to fulfill the requirements of current and future communication needs in the social and political context of Bangladesh as well as the requirements of outcomes-based education. It is hoped that this book will meet the requirements of teaching, training, and development programs. Besides the text, it will provide valuable guidance to any individual who is keen on improving his/her communication skills. **Developing BIM Talent** Wei Wu, Glenda K. Mayo, Tamara L. McCuen, Raja R. A. Issa, Dana K. Smith, 2021-04-29 A systematic Building Information Modeling (BIM) framework features cutting-edge use cases and competencies for students and professionals pursuing BIM careers. **Developing BIM Talent: A Guide to the BIM Body of Knowledge with Metrics, KSAs, and Learning Outcomes** leads readers through the process of implementing a state-of-the-art BIM training and education program. Authored by a team of celebrated and highly qualified scholars and practitioners, this exciting new BIM education and workforce development guide offers a roadmap that navigates readers through the comprehensive BIM metrics and KSAs detailed in the BIM Body of Knowledge sponsored by the Academic Interoperability Coalition (AIC). **Developing BIM Talent** offers a solid foundation and guidelines for educators and practitioners for starting or enhancing a BIM curriculum or training program. Templates, expert interviews, and case studies that provide in-depth knowledge and lessons learned that can facilitate process changes and strategic action plans. Strategies for standardizing emerging BIM job tasks, descriptions, and methods for benchmarking performance. This guide to contemporary and comprehensive metrics of BIM competency is an essential resource for corporate trainers and instructors teaching BIM human resources professionals charged with recruiting BIM talent as well as leadership interested in credentialing and BIM certification programs. *Strategies for Business and Technical Writing* Kevin J. Harty, 1985 **Readings and applications in business communication**, 1985

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