

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

Geraldine E. Hynes



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Business Writing and Communication Harry Matthew Brown, Karen K. Reid, 1979 **Business Writing and Communication** Harry Matthew Brown, Karen K. Reid, 1979 *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 real life examples of business communication The text 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 emphasized 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 program Besides the text will provide valuable guidance to any individual who is keen on improving his/her communication skills **Readings and Applications in Business Communication** Richard C. Huseman, James M. Lahiff, John M. Penrose, 1985-01-01

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web 1 what is the space for the title block must be provided in a drawing sheet a bottom left hand side b bottom right hand side c top left hand side d middle right hand side 2 the lead becomes softer as the numeral before letter h on pencil a increases b decreases c remain the same d wider 3