

## Guidelines for Effective Written Communications

When writing business communications, use these basic steps of composition:

- **Plan** – *analyze, gather*  
Plan your communication by analyzing your target audience, determining your message and gathering data and relevant information.
- **Write** – *translate ideas into words*  
Turn your plan into a written communication stating the intent, the benefits and outlining any required action for the reader.
- **Revise** – *evaluate, get feedback, change*  
Evaluate the content, get feedback from others, and proofread for completeness, accuracy and ease of use.
- **Edit** – *correct grammar, misspelled/misused words*  
Correct grammar mistakes, check word usage and style; finalize communication.