

PLANNING THE MESSAGE BLANK WORKSHEET

Begin by planning the message:

Refer to Exhibit 1-5, page 18, Chapter 1: *Planning Your Communication Strategy: A Problem-Solving Approach*

What is the situation?

What are some possible communication strategies? What, if any, is your prior relationship with them? What are your organizational, professional, and personal contexts?

What is the best course of action?

Document Format: