

THE BASICS OF BUSINESS COMMUNICATION

WHO ARE YOU?

WHAT PRODUCT/SERVICE
DO YOU OFFER?

Does it make sense?
What problem(s) does it solve?
What makes it different?

WHO IS YOUR AUDIENCE?

Do you know your audience?
Do you understand their style?
Do you edit to their style?

WHAT IS THEIR
COMMUNICATION STYLE?

WHO IS AFFECTED?

WHO ARE YOUR KEY
PERSONS?

Internal/Partners/Customers?
What stage are you in?
Who needs to know per stage?

WHAT IS YOUR PURPOSE?

What should they know?
What should they feel?
What should they do?

WHAT IS YOUR PURPOSE
FOR COMMUNICATING?

DID YOU DELIVER?

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Basics Business Communication

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