

Strategies for when there are no instructions

If you are asked to do a communication task in a workplace, it is unlikely that you will be given a set of instructions.

Firstly, you need to know who your audience is and the main purpose of the task. Knowing these will help you decide on how to communicate your idea. Once you have those questions answered, you can start writing.

You can start by organising your thoughts and flow of ideas. As discussed in the previous section, you can use the dot-point outline. Such outline is very helpful as it gives your writing logic and flow.

Once you have an outline, define and redefine your message. Use the dot points to identify the most important message and sub messages. You can then model a good example. Create a template for your particular audience from a highly regarded example. You can then apply effective techniques to structure paragraphs. When you reach at this stage, you can apply the WRITE method and rule of three's. You can then polish it using appropriate themes, language and multimedia. Re-write using appropriate language level and themes. You can also embed and link to appropriate online and social media.