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well-crafted business messages. The three-step process is fully integrated throughout the book. It is introduced and explained in detail in chapters 4-6, just before the specific types of business messages are discussed. Then the three-step process is applied to short messages (letters, memos, and e-mail) in chapters 7-9, to reports and proposals in chapters 12-14, to speeches and oral presentations in chapters 15-16, and to employment messages in chapters 17-18.

**\*Planning**  
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**\*Organize** Define your main ideas, limit the scope, group your points, and choose the direct or indirect approach.  
**\*Writing**  
**\*Compose** Control your style through level of formality and conversational tone. Choose your words

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carefully so that you can create effective sentences and paragraphs. \*Completing \*Revise Evaluate content and review readability, editing, and rewriting for clarity and conciseness. \*Produce Use effective design elements and suitable delivery methods. \*Proofread Review for errors in layout, spelling, and mechanics. This text provides dozens of superb examples of the finished product, including documents from such well-known companies as Krispy Kreme Doughnuts, Ace Hardware, Target, Office Depot, PetSmart, and Carnival Cruise Lines, to name just a few. Many documents are accompanied by a graphic describing how the three-step process is applied, and all include annotations in the margins that discuss precisely how to apply the principles presented in the text. reasons that Business Communication Today is the most successful business

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