

# Write a Clear Message

## 1. Develop

Write down your initial message:

## 2. Clarify

Now add details by answering the following questions:

WHO?

WHAT?

WHERE?

WHEN?

HOW?

WHY?

## 3. Combine

Now combine all these details into a brief message of only a few sentences:

Combining this information may seem hard and time-consuming at first. With practice, you will automatically begin to communicate more clearly without having to think about every step. Just remember to make your message as specific and understandable as possible. When it is really important to communicate clearly, try writing down your message or rehearse it ahead of time.