Business Communication

Writing Directions

The purpose of this activity is to give you the opportunity to create a written set of directions to explain a critical task. Using the outline previously prepared, write out the steps involved in the process you have chosen. This is essentially a set of “how-to” directions. Be sure to include the main ideas, major points or steps, and details as needed. You may use the front and back of this page.

Keep your answers to the following questions in mind as you write your directions:

1. Who is the intended audience?

2. What is the purpose of the document (to inform, to persuade, or to collaborate)?

3. What do you want the audience to do or think?

4. Why should they do so?

5. Are you the right person to deliver this message?

6. What other elements or visual aides would help with the final document?