

# EFFECTIVE WRITTEN COMMUNICATION

## Meaning of Written Communication:

The written communication can be completed by sharing thoughts and ideas in a written way by writing letter or sending mails etc.

A 'Written Communication' means **the sending of messages, orders or instructions in writing through letters, circulars, manuals, reports, telegrams, office memos, bulletins**, etc. Written communication, to be effective, should be clear, complete, concise, correct, and courteous.



## THE STEPS OF PROCESS OF WRITING:

There are three steps of process of writing.

1. Plan
2. Writing
3. Revise

Analyze the purpose and choose the appropriate form of writing and medium. Compose with coherence in order to communicate one idea at a time. Complete and revise draft.

First we plan about the topic and then we start writing. We should always revise and review after writing and before publishing.