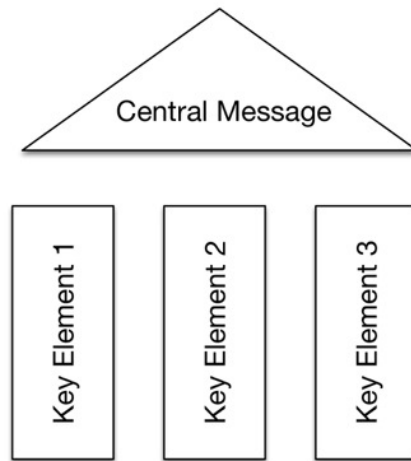


# Effective Communications Template



Preparation Questions	Fill in the boxes below
<p><b>1. Who is your audience?</b> What's your relationship to them, your boss, another person in the business? What background knowledge do they already have?</p>	
<p><b>2. What is your central message?</b> Can you concisely define what you are asking them to do/answer/understand/change?</p>	
<p><b>3. What are the 3 key elements to explain it?</b> Why do they need to know this? What's in it for them to know - make it relevant and personal to them.</p>	
<p><b>4. Have you checked it for before proceeding?</b> Anything missing? Can it be improved? Are you sure it will get the response you want from it?</p>	