



# Communication

There are three aspects to every act of communication:

the message	the audience	the delivery
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**DIRECTIONS:** Use the organizer to plan out something important that you need to communicate.

Aspect	Your Notes
<b>Message:</b> What do you want or need to communicate? Why?	
<b>Audience:</b> Who do you need to communicate to? How do you think they will feel about your message? How do you want or need them to feel?	
<b>Delivery:</b> What is the best way to deliver this message to this audience? Why?	