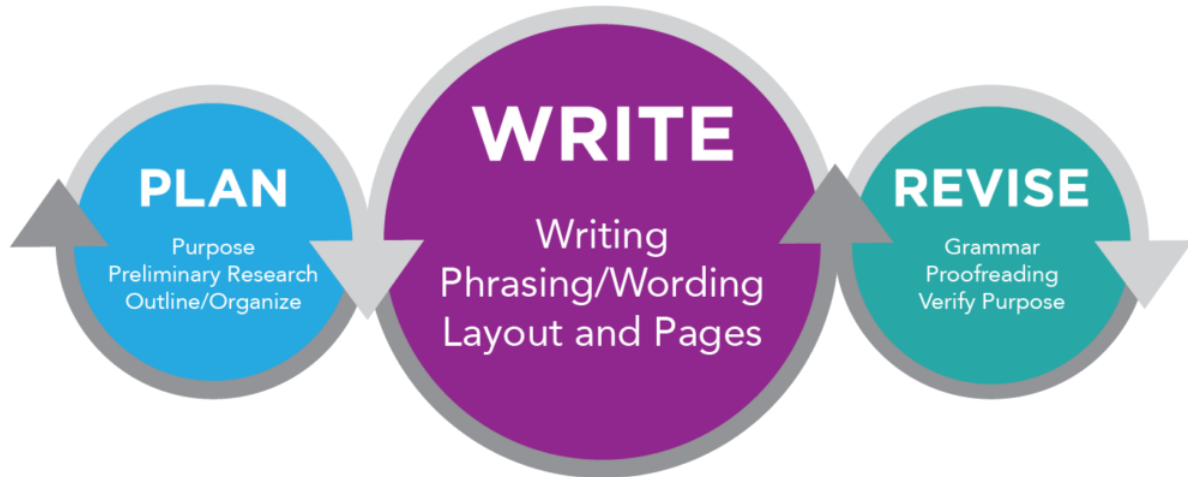


## 2.4.4: Introduction to the Three-Part Writing Process

What you'll learn to do: Identify the three parts of the writing process

Writing a message that is consistently well received can become a habit, but it can be hard for new writers to achieve. The three part writing process ensures the best outcome each time.



Good writers plan their messages, often using an outline or notes made before writing the message. Lack of a plan before writing may *seem* to save a writer time, but it can confuse the writer once she begins, and it slows the receiver. The communication will not be at its best that way. This module discusses how to improve speed and clarity in communication. With a solid outline, the actual writing focuses on phrasing and word choice. This module discusses how to word the message with a you-view. Finally, the message is reviewed and revised. This module provides the final clean-up tools to help you proofread during the revising step.

### Contributors and Attributions

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