

# ACTION PLAN

GENERAL RULES OF LETTER WRITING—things I will do to improve my organization, the tone, and word selection.

I will do . . .

by when . . .

MORE PERSUASIVE LETTERS IDEAS—list one of the two ideas from your handout that you'll implement. When will you implement the idea?

CHANGES NEEDED—what changes need to be made in the formatting, style, or stationery in our organization?

WHAT TECHNIQUES WILL YOU USE TO PUT MORE PERSONALITY INTO YOUR BUSINESS WRITING?

LIST ONE PROOF-READING STEP YOU WILL INCLUDE AS PART OF YOUR REVIEW.

IN ORDER TO THINK CLEARLY AND LOGICALLY, WHAT STEPS MUST YOU INCORPORATE?

LIST ONE HELPFUL SUGGESTION FROM THE PARAGRAPH CHECKLIST THAT YOU CAN USE IMMEDIATELY. WHERE WILL IT PROVE MOST HELPFUL?