



Communication Worksheet: *Analysis And Plan*¹

Ted Ward

1. What are you trying to say? _____

2. To whom? _____

3. What is this person (or persons) tuned to? _____

4. What is your best means of sending this message? _____

5. What else could help get this message across? _____

6. What could block or fog the message?
 1. _____
 2. _____
 3. _____
7. What might prevent or reduce the blocking or fogging?
 1. _____
 2. _____
 3. _____

¹ Prepared for workshop, 1974

8. What might cause misreading of the message?

1. _____

2. _____

9. How could the misreading be reduced?

1. _____

2. _____

10. How will you know the message has gone through clearly? _____
