



Things to Consider Before you Communicate Anything

by Essential Skills

Written communication is essential to the modern workplace because it allows people to communicate in a way that can be saved and accessed even when they're not face to face. You can use written communication to send an email to your boss, create handbooks and contracts, or text a colleague. No other form of communication lets you plan so much or communicate with such efficiency.

In this lesson we'll explore how to create effective communication by thinking of the following:

- Purpose
- Audience
- Tone
- Structure



But, what does that purpose, audience, structure and tone look like in the modern workplace?

In this interactive experience, you'll get the chance to find out as you play along on our multiple-choice writing adventure! [Click Here for Unleashed: An Email Adventure](#)