

# UOP COM 295 Week 3 technology and- communications

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Select a company you are familiar with. Imagine that this company is developing materials to communicate the company culture, process, procedures, and general information for a new hire.

Compose a message for your audience using the three- step process outlined in Ch.10 (pp. 282-287) of Business Communication Today. Demonstrate each step in your communication.

- Planning
  - o Define the purpose.
  - o Define the audience.
- o Identify the channel(s) of communication and why you selected that channel.
  - Writing
    - o Create the message.
  - Completing
    - o Proofread, revise, and submit.

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