

SHAPE Worksheet
Scenario #

Name:
Communicate with Style: A Handbook
2021-2022

<p>Situation:</p> <p>In point form, describe the events/ circumstances (What happened or is happening). What is the primary subject or concern you need to address?</p>	
<p>How (Channel):</p> <p>Choose the best means or way to communicate: Email, f2f, letter, text, etc. Consider the following when making your decision: How fast do you need this to be? Do you need a record of the information? What is your relationship with the audience?</p>	
<p>Audience:</p> <p>Understand who they are. – Demographics: age, education, economics, culture, beliefs, interests - what do they know about the situation? - what do they need to know about it? - what is your relationship to them</p>	
<p>Purpose:</p> <p>What do you want to accomplish/have happen? What do you want the audience to know, think, do, or feel?</p>	
<p>Evaluate:</p> <p>Is there anything you left out?</p>	

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