

## Compliance Today – August 2022 Consider outlining in your written communications

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Back in February, I mentioned choosing your words carefully and the importance of knowing your audience.<sup>[1]</sup> To build off that discussion, when it comes to written communications, the single biggest piece of advice I could give is to outline. If you are not familiar with outlining, it is the process of mentally mapping out, in a list format, what you're going to say. At a minimum, your outline should have an introduction, the main points and subpoints you want to cover, and a conclusion.



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