

## The 3-Stage process in email writing

Considerations of purpose, audience and context will determine the way you organise your message and make use of language in email writing. You can make use of a 3-stage process to plan, write and review your email.

**Planning:** Consider the purpose in communicating, and analyse the audience so that you can construct your message to meet their needs and expectations. Gather information to fulfil the purpose of informing, persuading, motivating or collaborating.

**Writing:** Organise your ideas and begin writing your first draft. Select words and construct sentences to convey your intention. Pay attention to the style and tone, as well as the quality of content to meet the needs of the audience, purpose and context.

**Reviewing:** Revise the draft for its organisation, content, and overall readability. Edit your message for grammar, punctuation, spelling errors and other mechanical problems.

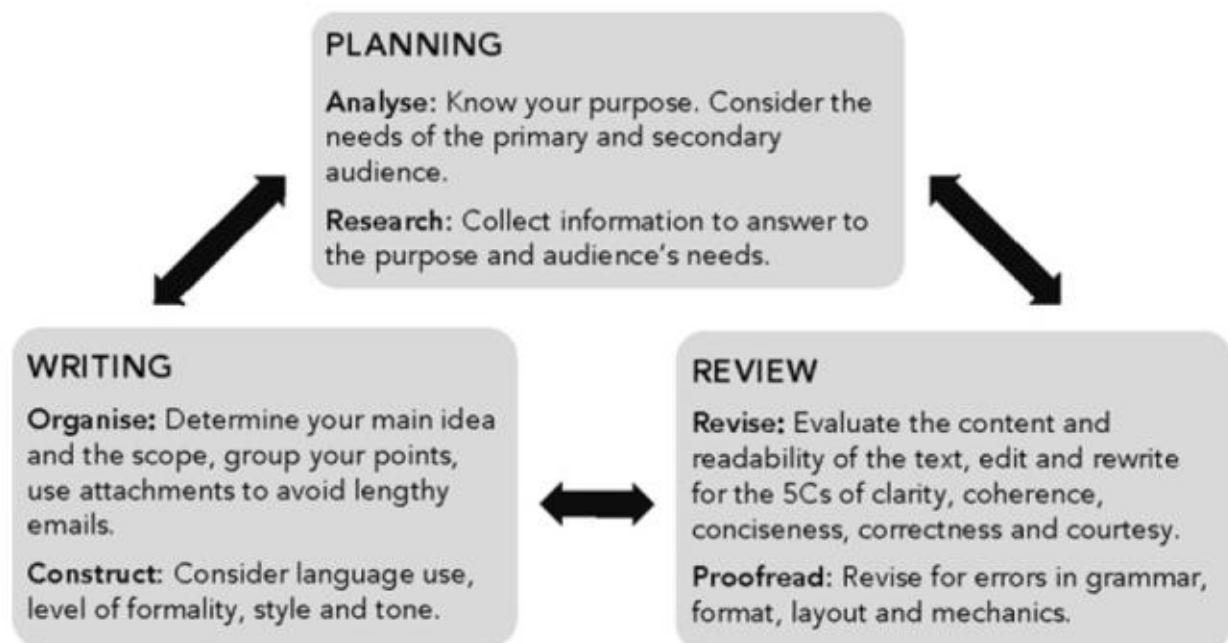


Figure 8.1: The three-stage process in writing email messages