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# COMMUNICATION ACTION PLAN

Tried and True Tips for Communicating Clearly

<b>Audience:</b>	Whom are you <b>talking to</b> ?
<b>Topic:</b>	What are you <b>talking about</b> ?
<b>Objective:</b>	What is your <b>goal</b> ?
<b>Key Messages:</b>	What do you want your audience to remember about your topic?  1.  2.  3.

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