

Resource Sheet ##: The 3 x 3 Writing Process

This material has been adapted from *Business Communication, Process and Product*, written by Mary Ellen Guffey, Kathleen Rhodes and Patricia Rogin; Nelson Education Ltd., 2010, page 93.

The 3 x 3 writing process offers a plan for developing business communications. The first phase (prewriting) prepares you to write. The second phase (writing) ends with composing the message. The third phase involves revising, proofreading and evaluating.

Here is a brief description of the phases.

1. Prewriting

Analyze	Decide on your purpose. What do you want the reader to do or believe?
Anticipate	Profile the audience. What does your reader already know? How will they respond?
Adapt	How can you adapt your message to its audience and anticipated reaction?

2. Writing

Research	Gather data to prove facts. Search your files and the Internet. What do you need to know to write this message?
Organize	Decide how to organize your information. Outline your plan and make notes.
Compose	Prepare a first draft, usually writing quickly.

3. Revising

Revise	Edit your message to be sure it is clear, concise and readable.
Proofread	Read carefully to find errors in spelling, grammar, punctuation, names, numbers and format.
Evaluate	Will this message achieve its purpose? Have you thought enough about the audience to be sure this message is appropriate and appealing?