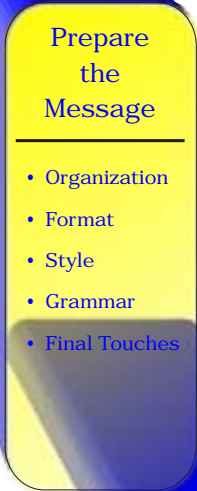
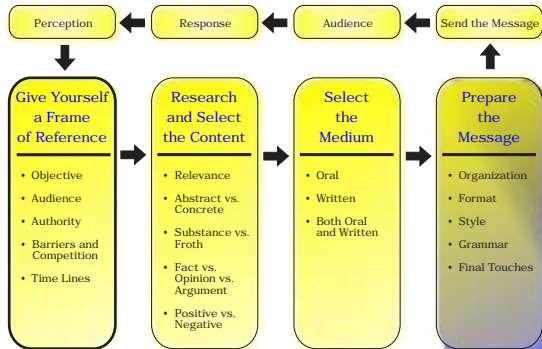


Writing for Results

A Step-by-Step Model for Executive Documents



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INTRODUCTION

In putting the final touches to your message, a number of steps will help you to improve its effectiveness and expedite its processing through the system.

Those steps are:

- cooling off and review;
- integration with your organization's executive documents management system; and
- follow-up.

The rest of this section will look at those steps in more detail.

