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# EXPLANATIONS & INSTRUCTIONS

**Effective Explanations**

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## Where You'll Find them @ Work

1. Daily Task Briefings
2. Startup & Investment Pitches
3. Training Materials
  - 1/3 of employees say their company's training techniques are NOT a productive use of time (Huhman, [Entrepreneur](#), 2015)
4. Policy Handbooks & Legals
5. Inter-office Notes (e.g., Team Collaboration, Executive Memos, Requests for Cooperation from Other Co. Units, etc.)
6. Info Requests or Procedural Directions for Clients

### 7. AND MUCH MORE!

(such as...?)

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## Best Practices

1. Say what it is (simply)
2. Say what it isn't
3. Repeat (repeat, repeat)
4. Choose your level of detail
5. Stay organized
6. Consider multiple media
7. Relate parts to whole
8. Relate to your audience

### 9. REFLECT & IMPROVE

Reflection makes you better at your work, according to Harvard Business School (Nobel, [HBS](#), 2014)

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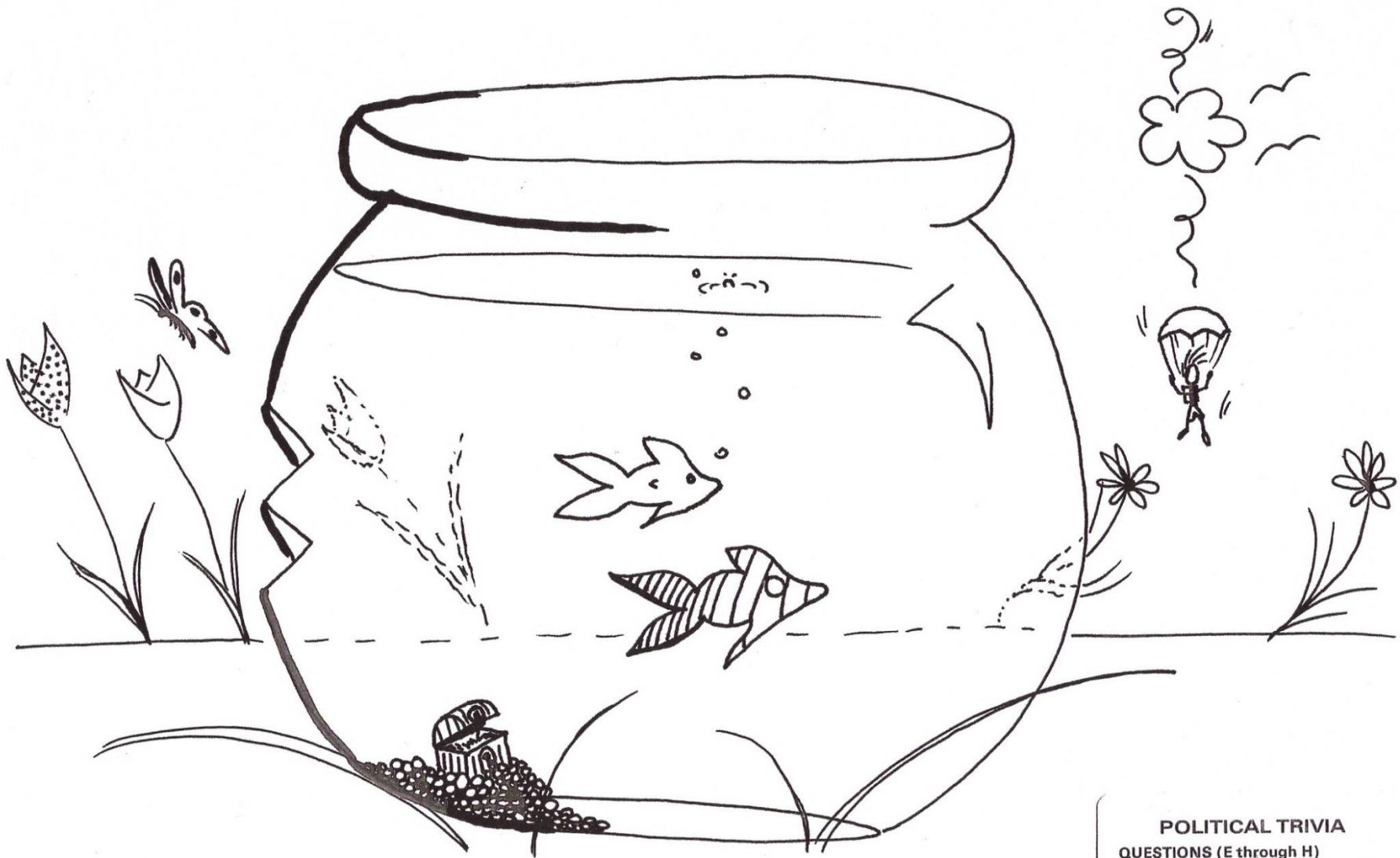






Image 1





### POLITICAL TRIVIA

#### QUESTIONS (E through H)

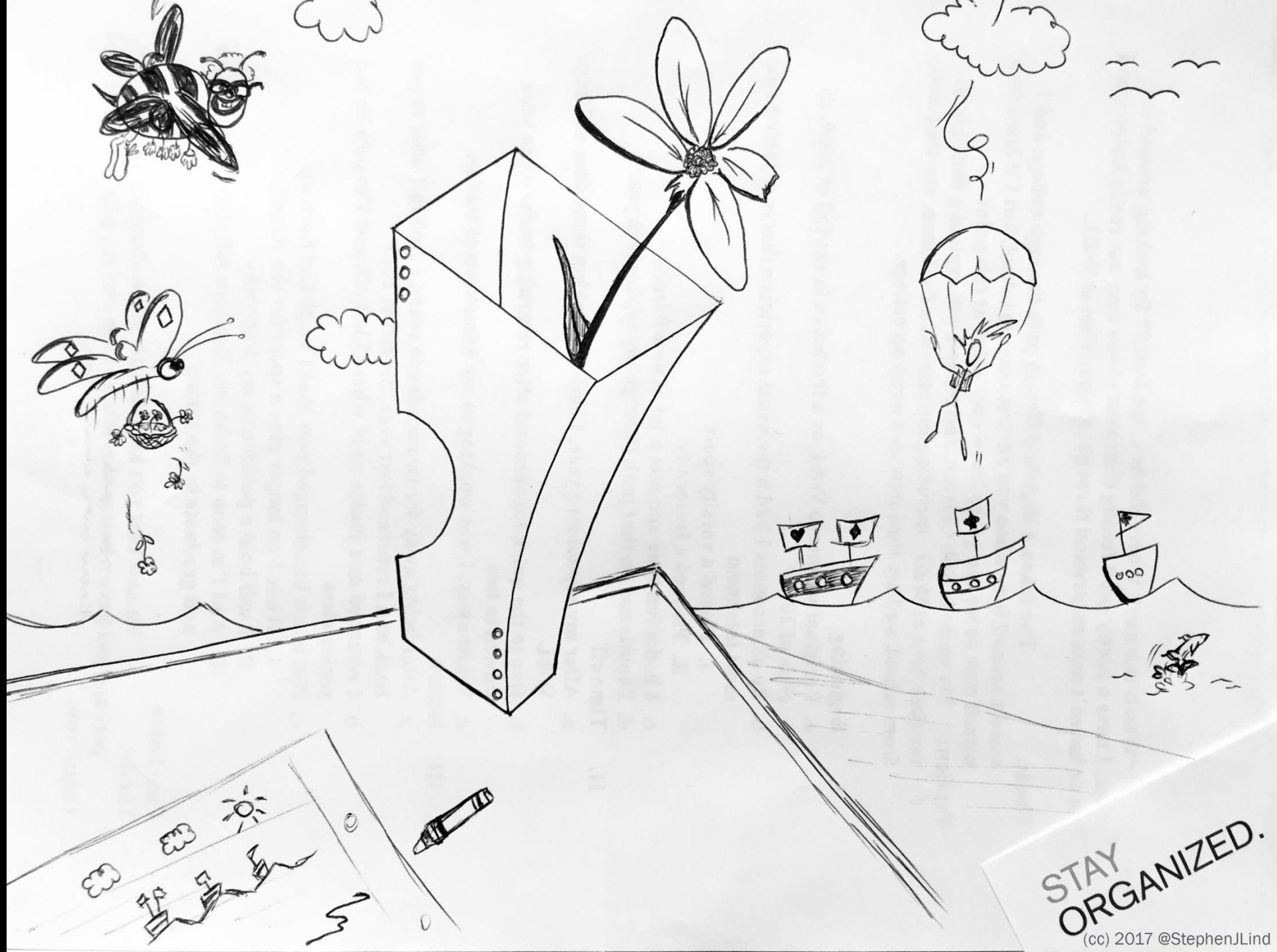
- E. 1) What U.S. president could read the Bible in four languages?
- 2) What is the capital of New York state?
- F. 1) What country is a dropout from Malaysia?
- 2) The "Camp David Accord" refers to a peace treaty between what two countries?
- G. 1) Who designed the first U.S. newspaper cartoon, "Join or Die"?
- ✓ 2) Which Constitutional amendment says that search warrants are necessary to enter a house?
- H. 1) What is the capital of Libya?
- 2) What caused the death of the French?







Image 2



STAY  
ORGANIZED.











Image 3

