



Don't be a prat

standardise your communications into

PRATT

From a notice to an email Pratt can help you avoid confusion and get your point across.

P	Précis	You should précis your communication so that it takes the minimum of effort by the reader to understand fully what you are asking or telling but without wasting his time as that is money
R	Response	What do you want the reader to do after reading your communication, be specific, be clear
A	Actions	Explain the key history, why do you need actions, who asked you, how do you expect readers to react, how will you advise readers of results
T	Timely	When do you need a response, give a deadline for the reader to respond before your deadline
T	Title	Your title should be formed from your précis and should guide the reader into the full communication