

## 5 LEVELS OF COMMUNICATION

COMMUNICATION LEVEL	DESCRIPTION	ACTION EXPECTED	APPEAL?
ORDER (rare)	Urgent	Get it done NOW	NO
DIRECTIVE	Do it - unless you appeal	Do it unless you have a high level of concern	YES
RECOMMENDATION	What I would do	Do it, unless there is a good reason not to	YES
SUGGESTION	An idea to consider	Consider it as an alternative	n/a
IDEA	A spontaneous thought	Add it to your thinking process	n/a

*Adapted with permission from an Ambassador Enterprises, LLC model. Fort Wayne, IN*