

PROFESSIONAL DRAFTING (PRACTICAL ASPECTS) COMMUNICATION FOR TAX PURPOSES

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**THE BASIC FEATURES -
THE THINKING
PROGRESSION AND THE
LANGUAGE -**

THE BASIC FEATURES

THE THINKING PROGRESSION AND THE LANGUAGE *KTBA*

- The Use of [English] Language
- Best way to learn any language is to use the language - read, write, speak and listen -
- The tight spot or catch - 22 for Non English Speakers - They do not think in English -
- The thought dispensation and its adaptation into a different [English] Language - The switch -

THE BASIC FEATURES

THE THINKING PROGRESSION AND THE LANGUAGE *KTBA*

- The problem sets in motion - the language becomes a barrier in carrying the thought process further, farther and deeper -
- This must not be allowed to happen - The thinking has to bolster -
- The solution - very simple - Use English Language in all your thinking with regard to the subject that we are at present engaged with –
- This is quite an effort - In your subliminal you are still a hidden indigenous and not an alien -

THE BASIC FEATURES

THE THINKING PROGRESSION AND THE LANGUAGE *KTBA*

- However, the intensity of the problem the starts trimming down
- Reflection of thinking - the quality of thinking will be translated into quality of speaking and then writing -
- Never limit your thinking - Thoughts Congregation - Be Instructive and Enlightening for your own self -
- Look even at the best with an open [and critical] mind - There is always room for value addition and value creation -

**CREATING
EFFECTIVENESS AND THE
REQUIRED IMPACT AND
FORCE THROUGH
POWERFUL WRITTEN
COMMUNICATIONS**

CREATING EFFECTIVENESS AND THE REQUIRED IMPACT AND FORCE THROUGH POWERFUL WRITTEN COMMUNICATIONS



- The body language supports the spoken expression and creates greater retention amongst listeners
- Strong written communication makes the reader a listener when your writing turns into an spoken expression
- Articulate the Arguments - Be eloquent and coherent -

CREATING EFFECTIVENESS AND THE REQUIRED IMPACT AND FORCE THROUGH POWERFUL WRITTEN COMMUNICATIONS



- Engender, and shore up the vehemence with most appropriate chunk of form and abundant content
- Increasing the interest and retention of the reader - Do not let the reader drift or depart - Captivate him - Make him to look forward to what is up next -

KNOWLEDGE OF THE SUBJECT - SOURCES OF KNOWLEDGE

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- The Law
- The Interpretation of the Law
- The Case Law
- The Practice of the Law
- The Facts
- The Financial Side

THE EXCITEMENT OR THE DILEMMA

THE EXCITEMENT OR THE DILEMMA



- Learn
- Unlearn
- Relearn

THE INCLUSION OF EXCERPTS

THE INCLUSION OF EXCERPTS

- The Selection of what is most effective and relevant
- The Law
- The Case Law
- The Authoritative Pronouncements
- The Professional Books
- The Agreements and Contracts
- The Social Media
- The Founding Documents
- Global Standards
- Other local and transnational references
- Dictionaries

THE REITERATIONS AND CHANGE OF VOCABULARY

THE REITERATIONS AND CHANGE OF VOCABULARY



- For added emphasis
- For Clarity
- Introducing to new and different dimension
- Knowledge is multi dimensional

THE WORD POWER

THE WORD POWER



- Keep increasing
- New words open new windows and panoramas
- Pushes your thought process further
- Value Creation

THE USE AND PLACEMENTS OF

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- Idioms
- Quotations
- Latin Phrases
- Rules of Interpretations
- References to General Clauses Act 1897

NEWER HORIZONS – THE BUMPY RIDE

NEWER HORIZONS - THE BUMPY RIDE



- Hitherto unknown
- Embarking upon unknown frontiers and not groping in the dark
- Tackling difficult and intricate situations
- Walking on the tight rope

THE COMMUNICATION NUTS AND BOLTS

THE COMMUNICATION NUTS AND BOLTS

- Written words are your representatives
- Utmost precision
- Professional language
- Carrying the reader along
- The Sanctity of Written Words
- Sharing and not tutoring
- Stitching together the thoughts
- Choicest Words

THE COMMUNICATION NUTS AND BOLTS

- Beguiling and captivating the reader
- Articulating
- Not allowing the reader to digress or drift
- Linkage with the past communications
- Foreword
- Executive Summary
- Arraying the significance
- Lead Arguments and Without Prejudice submissions

THE COMMUNICATION NUTS AND BOLTS

- Topical Arrangement
- Sequencing and ordering
- The arrangement of precedence
- Sizing and controlling the size
- Structuring and building
- Paragraphing
- Leveraging and powering the contents or contentions
- Rebuttals - Para by Para

THE COMMUNICATION NUTS AND BOLTS

- Offering and extending cooperation
- Emphases and highlighting
- Evidencing
- Concluding
- Keeping the communications open - offer for submission of further information and explanations
- Delimiting and Un-limiting
- Fastening Schedules;
- Attaching Annexes - Enclosures -

DIFFERENT TYPES OF COMMUNICATIONS

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- Emails - quick spontaneous and different and direct language - detailed deliberations in attachment
- Notes
- Opinions
- Writing letters to Clients
- Replies to Show Cause Notices
- Replies to Audit Notices
- Replies to WHT Monitoring Notices
- Replies to other Notices

DIFFERENT TYPES OF COMMUNICATIONS

- Stay Applications
- Extension Requests
- Exemption Requests
- Rectification Applications
- Responding to run of the mill Letters;
- Submission of Explanations;
- Case Study - Real World Examples

THE NORMAL CONTENTS OF COMMUNICATIONS

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- Narrations of Facts
- Law and its interpretations
- Arguments
- Corrections
- Seeking information
- References to hearings and visits
- Opinions and Views
- Emphases
- Excerpts
- Replies to questions raised
- Explanations

**INCREDIBLE DIVERSITY
OF WHAT YOU DO ON A
DAILY BASIS - THE VALUE
CREATION**

INCREDIBLE DIVERSITY OF WHAT YOU DO ON A DAILY BASIS - THE VALUE CREATION



- Reading emails
- Reading the law and the case law
- Reading Notices and Orders
- Reading Newspapers
- Viewing the Television
- Using the Social Media
- Discussions
- Rendering Advices

THE INVENTIVENESS

THE INVENTIVENESS

- Create your own world of thinking and interpretations
- Do not become hostages and prisoners of what you are looking at or listening
- Recreate Yourself - Innovation
- Talk to and argue with your own self
- Nothing has achieved finality
- Improvement is an ongoing process

**CULTIVATE THE HABIT
OF WRITING - THE
INTELLECTUAL
ENTERPRISE**

CULTIVATE THE HABIT OF WRITING – THE INTELLECTUAL ENTERPRISE



- The world of knowledge is changing and changing very fast
- The meanings of the words have changed - it is lethargic to be complacent
- Owing the origin to quality thinking
- Support from constant reading and researching
- Capture the thought - Make notes
- Write Articles and books - a win win situation

THE SELF CRITIQUE VERSUS SELF COMPLIMENTING

THE SELF CRITIQUE VERSUS SELF COMPLIMENTING



- Self Critiquing - Keeping an eye on improvement
- The restlessness
- Self Complimenting - Hazardous Enterprise
- The premature satisfaction

THE KEY TO SUCCESS

THE KEY TO SUCCESS

- Centre of Excellence - Your own scholarly endeavor
- Knowledge of and Experience in the Subject
- Command over English Language
- Most Efficient Use of ICT

READING AND KEEPING IN TOUCH

- Newspapers
- Professional Journals
- Case Law
- Browsing Web sites FBR SRB and SECP
- Books of General Interest - For form and contents both

Any Questions



