CIS Communication and Professionalism Assignment

In addition to the technical skills that we cover in this program, this program focuses on communication and professionalism outcomes.

Why?

Employers expect these soft skills from graduates. In fact, we have had students intern at companies where the dress code required a suit and tie. Improving these skills will lead to better jobs, more friends, and an easier time in school.

To start, let’s look at some example emails (based on real emails we’ve received as teachers) and answer the questions that follow.

Email 1:

A screenshot of a computer

Description automatically generated

What problems does this email have that prevent effective communication?

Not addressed to the appropriate email, not specifying which homework the help is needed for, and no proper sentencing

How might this slow down answers from your instructor?

Instructor didn’t receive email. A new email will have to be written and if details are not included then more emails will be required

Email 2:

A screenshot of a computer

Description automatically generated

In what ways might this email be considered unprofessional?

Improper addressing of the instructor.

What could the student do to appear more professional in this context?

Good day mr. smith or mrs smith may I have an extension on unit 2 project due to not realizing due date