## ENG1003 Professional Communication exercise

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| **Communication name (e.g. Report, minutes, Asana entries)** | **Communication type:**  **external/internal and document/message** | **Audience of the communication** | **Purposes of the communication** | **Requirements specific to the type of communication** | **Strategies to make the communication effective** |
| Project Management Plan | Internal document | New or existing team members | Communicate procedures and information to team members | “Closed” and “context independent” | * Needs to fully explain how to use the application, including addressing any known issues. |
| Client presentation | External message | The client | To hand over the maintenance of the project and code | “Open" and “context-dependent” | * Every team member must present coherently and equally * Intention and context must be clearly explained: structure and functionality of application, design decisions |
| Interview with demonstrator | External message | Demonstrator | To explain and demonstrate individual understanding | “Open" and “context-dependent” | * Every team member must be able to answer all questions asked individually, because assignment marks dependent on it |
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