Be fluent in written communications with the ability to articulate complex issues, selecting an appropriate structure and with appropriate tone, style and language. Evaluate standard selling, questioning, negotiating and closing techniques in a range of interactions and engagements, for both internal and external stakeholders. Evaluate the preferences, motivations, strengths and limitations of other people and apply these insights to work more effectively with and to motivate others.

I initially presented the movie recommendation system project idea to the wider team, using presentation to explain the purpose and expected benefits. I also   
I learnt how to sell project idea making pitch, where I explained the product in clear language. (Kloda, 2025a)  
Throughout the project, I led weekly retrospectives and sprint planning sessions, using Jira to create detailed user stories and assign tasks. (Kloda, 2025b) This ensured transparency and clarity across the team. We also attended collaborative brainstorming sessions using Mural, which created space for everyone to contribute. (Kloda, 2025c; Kloda, 2025d) During retrospectives, I shared updates, challenges and changes, and actively listened to feedback from stakeholders and team members, using it to improve our process. I demonstrated fluency in written communication by effectively engaging with both internal and external stakeholders and clearly articulating change in our project from content-based filtering to using a large language model, explaining complex technical and resource-related issues in a structured and accessible way. (Kloda, 2025e; Kloda, 2025f)

Through this project I learnt how to adapt my communication style for different audiences and how to negotiate realistic solution. I also recognised that I need to improve my confidence speaking up in public.

# References

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