TOPIC 6: ORGANIZATIONAL CONTEXT

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Professional Issues in The IT Field

Professional Communication

TECHNICAL WRITING

1. Handwriting and Typing
2. Mechanics of Writing
3. Essay Writing
4. Formal Report Writing

HANDWRITING & TYPING

Why handwriting is still important in the digital age ?

- Handwriting is still important because it helps your brain remember things better. It's like your hand is giving your brain an extra reminder of what you're learning.

Disadvantages of Handwriting

- Legibility
- Typos
- Decreased Efficiency Missed Points

MECHANICS OF WRITING

- Capitalization
- Punctuation

ESSAY WRITING

- Introduction
- Body
- Conclusion

FORMAL REPORT WRITING

Parts of a Formal Report

- Title
- Summary
- Introduction
- Findings
- Conclusion
- Recommendation

ORAL PRESENTATIONS

1. Small Talk
2. Interviews
3. Presentations & Public   Speaking

SYSTEM DOCUMENTATION

1. Summarizing &. Paraphrasing
2. ReadingFiction & Non-fiction

SMALL TALK

- Conversation Starters
- Appropriate Subject for Small Talk
- Inappropriate Subject for Small Talk

INTERVIEWS

- Facing an Interview
- Conducting anInterview
- Probable Interview Question

PRESENTATION & PUBLIC SPEAKING

- Essentials in Presentations & Public
- Speeches
- Physical Message
- Story Message
- Visual Message

EFFECTIVE LISTENING SKILLS

How to become an active listener

- **Show that you are Listening**
- **Provide Feedback**
- **Defer Judgment**
- **Respond Appropriately**

SUMMARIZING & PARAPHRASING

What is plagiarism ?

- Plagiarism is taking someone else's work or ideas and passing them off as your own..

Importance of Summarizing &   Paraphrasing:

- Paraphrasing   and   Summarizing   are useful tools in writing academic research that students should use in essay writing.

- Paraphrasing and Summarizing allow you to express someone else's ideas in your own words in order to avoid plagiarism.

- When to Summarize...

- Summarize when you need to provide a brief overview of a text. The summary is very flexible.

- Summarize to distill only the most essential points of someone else's work

- When to Paraphrase....

- To paraphrase means to express someone else's ideas in your own language.

- A paraphrase may be the best option when you need your document to be more detailed and specific.

READING FICTION & NON FICTION

What is Fiction ?

Literature created through someone's Imagination.

- Font
- Cover
- Back
- Cover
- Spine

Title Page

-Title, Author, and Publisher, Year of Publication

- Copy Right Page
- Body Text
- Reading a Fiction Book

What is Non Fiction ?

Writing that is about facts or real events.

- Font Cover
- Font Matter
- Spine
- Back Matter
- Body Text
- Readinga Non Fiction Book

IDENTIFY HOW AN IT PROFESSIONAL MAINTAINS THEIR PROFESSIONAL BEHAVIOUR

- Communication

- Technical Expertise
- Teamwork and Collaboration
- Ethics and Integrity
- Professional Appearance

EXPLAIN HOW AN ORGANIZATIONAL CULTURE CAN AFFECT IT

1. Technology Adoption and Innovation

    - Culture of innovation

    - Risk-averse culture

2. Decision-Making and Collaboration

    - Open and collaborative culture

    - Hierarchical culture

3. IT Team Morale and Productivity

    - Positive and supportive culture

    - Toxic or negative culture

4. Securityand Compliance Security-conscious culture

    - Lax security   culture

5. Communication and Transparency

    - Transparent culture

    - Lack of transparency