

My official communication style is shaped by the form of communication, the specific scenario, the intended audience, and the cultural nuances involved. I am dedicated to adhering to the established standards and conventions that are appropriate for professional and official contexts.

The overarching goal is to consistently project a professional and serious image, recognizing that in some instances, I represent not only myself but also a larger group or organization. To achieve this, I prioritize clear and straightforward language to convey the intended message while avoiding unnecessary jargon and complexity. Paying close attention to details is essential to prevent misunderstandings and ambiguities. Keeping the tone consistently polite and respectful, acknowledging the recipient's authority and position.

In formal written communication, such as emails to authorities or professors, I adhere to a structured format. This includes a formal opening and closing, starting with a polite greeting like "Hi" and concluding with "Best regards". The email content is organized with a clear introduction, the main message, and a respectful closing. The content is presented in a concise manner, ensuring that the purpose of the email is clearly communicated, including any questions or requests.

The correct email:

"Hi,

I am writing this email to ask about the schedule of the coming exam.

Thank you!

Best regards,

Xingrong"

The wrong email:

"I want to ask when is the exam? Thank you~ 😊"

Another example would be the personal letter when applying for jobs.

The correct personal letter's opening and closing:

"I am writing to express my strong interest in the xxx position at xxx. As a highly motivated and results-driven individual, I believe that my attention to detail and ability to work well under pressure makes me a strong candidate for this position.

...

...

Thank you for considering my application. I am eager to join xxx and contribute to your continued success in the industry. I look forward to the opportunity to discuss my qualifications with you in person.

Sincerely

Xingrong

mm/dd/yyyy"

The wrong personal letter's opening and closing:

"This is my personal letter and I want to join xxx and be a part of the team. I am a really motivated person, and I always work hard to get the best results.

...

...

I hope I can get your reply as soon as possible. Take care~ 😊"

	E-mail	Social Media	Oral
Official (authority, school)	Very formal, polite tone; Clear and concise language; Know the audience's level of expertise, background, and interest	Very formal, polite tone; Clear and concise language; Know the audience's level of expertise, background, and interest	Slight facial expression and body movements; Formal, polite and professional tone; Active listen to others to demonstrate respect and help me better understand their perspectives
Acquaintance	Structured; Often with friendly greeting	Structured; Often with friendly emoji	Slight facial expression and body movements; Polite and friendly tone