

Tasks - project management and business communication





Task 1 - Your communication styles

Individual task

The task is to analyze your own spoken and written communication styles. They can be few or many, the number is not the important thing. What you should 'look' for are clear patterns, things that recur, things you do the same or similar in several different cases.

For written communication, it's easier, you can look through your sent text messages, emails, bulletin boards, letters, messengers, etc. and try to find examples of different styles. What distinguishes these? What is recurring? (big or small)

Spoken communication is more difficult, (if you don't record yourself too often) - here you have to try to study yourself, maybe it works to think through a few different typical days and think about what spoken communications you perform? Try to find different examples, contexts, styles, etc.

As both a tool for the analysis and presentation of the task, you should create a so-called framework. It can be a kind of table or matrix where you write different type contexts along a column and different communication channels along a row. Or you write different styles you find along a column and communication style or other along a row. You can create your framework as you wish.

Establishing the framework can feel difficult, but it is also part of the task and pedagogy to create the framework itself. Don't be disappointed or surprised if you find you need to change your framework over time, it's natural. (It might be an idea to discuss your framework with a peer)



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Individual task - example of framework

	Mail	E-mail	SMS	snap
Official (authority, school)	very formal, factual,	polite, greeting phrase signature	-	-
Acquaintance	invitations, Christmas cards	structured, often with humor	"Hello" matter-of-factly sign	-
Close friends	-	-	many in succession slang and careless no greetings a lot of jokes emojis!	pictures single sentences emojis
Family	-	for files and images	short, complete hi - have a good time	