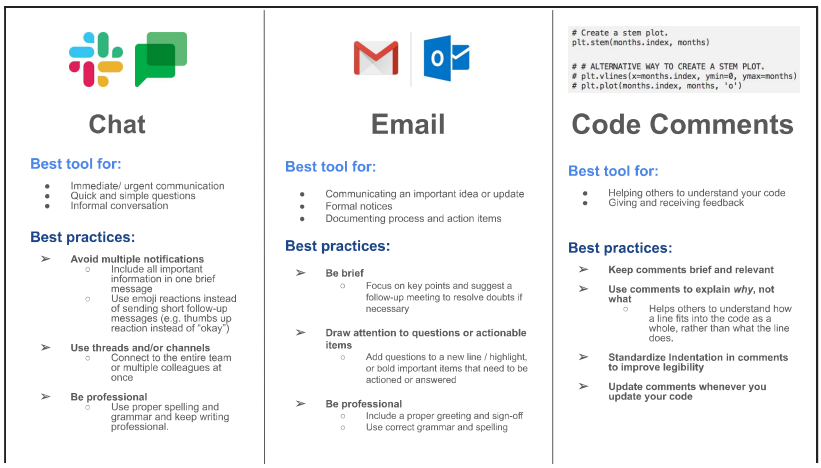
COM-W: Writing Platforms (6 min)

Due No due date **Points** 0 **Questions** 3 **Time Limit** None

Instructions

In the *Introduction to Communication* session we learned about the most common tools for written communication for developers in the workplace. We also reviewed some best practices for each of these platforms. Do you remember which tool is best suited to each type of work situation?



1

Google Slides

Read the written communication examples below and decide which communication tool would be best suited to deliver the message. Be on the lookout for use of (or lack of) best practices in these examples!

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	less than 1 minute	0 out of 0

Submitted Oct 14 at 2:36pm

Question 1

0 / 0 pts

Hello Said,

I hope you're doing well.

Attached is an updated report on our progress in the past week. I've added some comments in red on areas where we'd like your feedback.

Could you send me your feedback by Wednesday of next week?

Thanks in advance. Looking forward to hearing from you!

Warm regards,

- Chat
- Email

Correct!

That's right! This message is definitely best suited to be an email. It also uses best practices like including a greeting, keeping the message brief, drawing attention to questions/ actionable items by including them in a new line, and using proper spelling and grammar!

- Code comments
- Reports

Question 2

0 / 0 pts

hi amaya how are you

can you send me the outline from the meeting on tuesday

wen u have a chance

no rush

Correct!

- (●) Chat

  That's right! Because this is a quick, timely request it's best suited to be sent on slack or a chat messaging tool. However, this message is lacking best practices! Even in chat messages it's important to use correct spelling, grammar and punctuation. Also recall that a best practice for chat tools is to avoid sending multiple messages when they could be sent in one!

- ( ) Email
- ( ) Code comments
- ( ) Reports

Question 3

0 / 0 pts

This is the integer variable I created: " + 1

- ( ) Chat
- ( ) Email

Correct!

- (●) Code comments

  That's right! This message only makes sense in context, so it would be best to add it as a comment to the code it relates to. It's also brief which you may remember is a best practice for using code comments!

- ( ) Reports