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**Midterm Activity 1**

1. What is meant by professional communication?

-Professional communication intend to involves the transmission of information through oral, written, digital or visual mediums in and out of workplace. It has many functions like educating, ordering, pleading and convincing. It is very important to keep the tone of business communication, whether in person or over electronic media as professional, formal and civil because that will make a good impression on the audience. Professional communication requires accuracy, comprehensiveness and clarity of content relevant to the target audience which is why it needs expertise in researching an audience; mastery over organization, language design and illustration. Professionalism should be part of all types of communications including emailing to prevent miscommunication and have a positive professional image.

1. What is the role of communication in information technology?

- The role of communication in information technology is that communication is one of the cornerstones of Information and Technology (IT), being a basis for modern technology, providing information exchange, collaboration as well as knowledge sharing. As a medium for learning and education, IT boosts quality in everyday life by supporting mass communication that can promote practical issues such as health awareness or social awareness. Furthermore, IT enlarges the scope of knowledge and makes information available. The scope includes devices and applications that allow access to information as well as electronic communications such as text messaging, video chats, among others; typical IT tools include mobile phones smartphones computers laptops.

1. What is the main idea of professional communication?

-The main idea of professional communication is that professional communication is an integral part of any organization because it helps people to pass information and ideas in a clear manner. The main objective of professional communication is to promote understanding among parties whether they are co-workers, clients or customers. Communication that is effective requires the use of language which is precise and clear, listening actively and nonverbal symbols to ensure accurate delivery of messages. It also involves knowledge of the audience and adjusting a message to their requirements. Professional communication may refer to written, verbal and nonverbal forms of communication that should be used in accordance with the situation. With the ability to communicate professionally, people create better relationships and become more productive in their work places towards achievement of set goals.

1. What is most important aspect of professional communication?

-For me the most important aspect of professional communication are active listening, clarity, empathy and adaptability are essential components of professional communication. A good communicator is one who passes information unambiguously through a language that can be easily understood by his or her target audience. Active listening and empathetic understanding of others’ points of view constitute integral parts of professional communication. Communication also involves nonverbal cues and body language, which are important in the accurate transmission of messages. It is important to adapt communication styles according to the various audiences and situations in order for professional interactions are successful. But the most significant aspect of professional communication is self-awareness. It encompasses personality and behavioral understanding that helps individuals communicate better to establish healthy relationships. Individuals will reduce miscommunications, enhance teamwork, and improve workplace productivity if they focus on these elements of professional communication.

1. Give Example of Professional Communication.

-I think that a good example of professional communication is a properly written email sent by the project manager to their team outlining goals, deadlines and expectations for an upcoming project. This email is clear, concise and targeted to the audience using formal language and tone. It illustrates active listening by taking into consideration the team’s input and concerns, promoting an open dialogue through inviting feedback and questions. This example highlights the successful transfer of information, audience-oriented concerns and developing an environment that is both collaborative and respectful all important aspects in professional communication. Additionally, professional communication includes both written and verbal forms of communication. Communication in writing is about reports, proposals, emails, letters and memos with a formal tone. Alternatively, oral communication takes place during meetings and individual conversations leading to face-to-face interaction as well as free flow of ideas. Both types are important in disseminating information, ensuring comprehension and cultivating successful teamwork among professionals. These illustrations demonstrate the variety and importance of professional communication in setting.