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ASSIGNMENT ANSWERS

Effective communication is important in software design, as it ensures that team members clearly understand project requirements, align on goals, and efficiently collaborate to solve issues. Lack of effective communication can lead to design flaws, increased development time and even project failure.

THREE KEY ELEMENTS OF EFFECTIVE COMMUNICATION

- **CLARITY:** this helps eliminate any confusion and ambiguity, making sure everyone understands.
- **ACTIVE LISTENING:** this allows team members to fully grasp each others' views on the project, fostering a collaborative environment.
- **FEEDBACK:** this enables the team members to continuously improve themselves by addressing issues promptly and encouraging team growth.

PERSONAL EXPERIENCE

In a previous project, I encountered a communication issue where a few of my teammates misunderstood my view on a task and instead of asking me to clarify what I meant they went ahead to carry out the task without the understanding leading to a misalignment in our task. Reflecting on this experience and applying what I have learnt in class we could have avoided the error by my teammates asking me to clarify or me asking for their feedback to ensure they understood what I suggested. Moving forward, I am committed to being more observant in my teams and engaging in active listening and providing feedback.