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TOPIC: Effective Technical Communication

Learning how to properly communicate is very important especially in our field because it relies heavily on technical concepts. Today, we examined the different characteristics of effective technical communication and have identified the following: accurate, clear, concise, coherent, and appropriate. Accuracy refers to the correctness of the details being presented. Clarity alludes to the ease of understanding. Conciseness means keeping the information short and simple. Coherence represents how the information is being organized or weaved together. Appropriateness refers to making proper adjustments based on the context and the audience's level of knowledge.

We also went into separate groups to identify the barriers to communication and their respective potential solutions. We tackled the reasons why learning how to communicate properly is crucial in our field. This activity made me reflect on the past miscommunications I've had with other people and how both sides could have prevented that.

I think learning how to communicate is even more important now that most of the world has shifted to doing things online. It is harder to guess what the other person is thinking when we can't see the other person's facial expression or reactions to what we are saying. It's also harder to build confidence in talking to other people because it's easier to just mute the microphone and turn off the camera. Some businesses have also shifted to working from home permanently which gives me more motivation to keep sharpening my communication skills. Most of the fresh graduates I'll be competing against in the future will have the same entry-level skills as me. If I want to excel, I'll need to learn how to communicate effectively in order to stand out.