

My communication is appropriate for a professional setting because it follows established workplace genres and conventions. In writing, I use a memo format with a clear purpose line, informative headings, and plain language. I keep tone neutral and respectful, avoid jargon, and support claims with primary and secondary evidence with APA citations. I organize information for usability and consistency. I tailor content to the audience: executives get a brief, decision-focused summary while peers receive a slightly more detailed process. In oral communication, I deliver rehearsed, time-constrained pitches with professional vocabulary, steady pace, and I address what is asked. Across formats, I prioritize clarity, and accuracy.