**Memorandum**

|  |  |
| --- | --- |
| To: | Zack Allred |
| From: | Johan Farfan |
| Date: | 01/12/2019 |
| Subject: | Reflection on Professional Communication |

**Professional Communication**

Undoubtedly, there are different levels of education in every society, and not every educated person handles the same jargon due to the different kinds of specializations available, which were created for and by all the possible ways of commerce and economies.

Inside and between companies, there’s a constant interchange of information, ideally, this communications should happen as clear as possible, so instructions can be followed, no misinformation will occur, and all the people involved can understand what is happening.

The only way this could happen is with the use of professional communication, knowing how to address to every level of education, being able to translate information that is not easily understandable between different specialization, choosing the best way -or alternatives- to deliver every message.

Professional communication should not be confused with artistic or creative communication, no embodiment of words or situations should be used, it’s about being precise, formal, and clear, it’s about making sure that the message will be interpreted without problem to that specific audience

**Threshold concepts**

Thinking about how this communication was composed, rhetoric is applied from beginning to end, the methods and outcomes of formal communication are explained, not extensively but at least the effects are mentioned.