

A while back, I was explaining how we would carry out the various steps of a group project to my group mates in a virtual meeting. It was my intention to explain our deadlines and formatting mechanisms for a research report. However, this came up to a problem, as I assumed the citation style called for was already familiar to the person in question, who inadvertently completed their section incorrectly. The group later discovered the error while putting together our work, causing some frustration and delays.

While I was explaining, I thought clarity was important and so explained the structure of the report in a numbered set of steps while presenting bullet points in a shared document. However, I violated Grice's maxim of quality since I did not ascertain that every member understood the citation regulations I have presumed to be on the same page with my knowledge. This was equally an offshoot of a lack of specificity, in that I used such vague phrases as "standard academic formatting" instead of naming the specific style (APA) and providing an example. Besides, while I aimed for conciseness, I inadvertently breached Grice's maxim of quantity by omitting critical details on reference formatting, such as how to cite sources from the web as opposed to journals. The coherence was affected since the omissions interrupted the flow of the instructions. The positive side is that I maintained courtesy by acknowledging the mistake when it was discovered and adjusting the timeline to take into account the revisions required. This decision, of course, somewhat alleviated my blameworthiness for the error.

The miscommunication generated duplication and stress within the group. Indeed, my original instructions were indisputably lacking a certain degree of specificity on citations, which ended up causing confusion. The communication could be said to lack observance of Grice's maxims, particularly the maxims of quantity and quality, with the result that my message was largely ineffective despite my good intentions.

In the first instance, I need to enhance a concrete guide and be careful to uphold Grice's maxim of quality by checking that all members have an adequate understanding of the situation before going further. For example, members of the group could paraphrase crucial instructions or provide a quick example of their work in progress. Next, if communication is to abide by conciseness and completeness (Grice's maxim of quantity), future step-by-step instructions could

definitely benefit from creating a checklist of requirements, such as citation style, word count, and submission format, so that no detail may ever slip by unnoticed.

Being tested, the benefits of intentional attention to clarity, completeness, and shared understanding were revealed when communication was clearly set to forgive, given intent. The use of active checking for comprehension and pertinent examples can further reduce ambiguity and allow smoother future collaboration on group tasks.