

# Soft skills for technical writing

Fundamentals of technical writing 2025

Brno University of Technology

## EXERCISE:

Someone dumping too much work on me

There is no single “right” answer. The key is to be clear, concise and professional in communication, while showing the willingness to find a solution that works for everyone.





EXERCISE:

Excessively harsh feedback

## EXERCISE



### A team project

You and your best friend are working on a team project and you are responsible for preparing a presentation. The deadline is tomorrow. Everybody else has already sent you their part except your friend. When you try to reach him, he replies he didn't have enough time to work on the project. But you saw several photos on IG with him on a party. What would you do?

### I screwed up

I was working hard on a project, using my time efficiently... but I still realised 2 weeks before the deadline that there is no way I'm gonna be able to finish on time. What do I do? Do I tell my boss? I'm scared...



Homework:

Watch this [Summary of Crucial Conversations](#)

Thank you