To: Engineering Communications

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Subject: Communication Skills Podcast - Professional Development

Poor professional communication is not due to a lack of age, it is due to a lack of effort. Listening is key to communication. Giving someone a chance to speak can help resolve problems. Focusing on what is being said is important to gain new perspectives on a topic. This can mean concentrating on the main subject of a conversation, but it also means not losing interest in a conversation or speaker. A good listener doesn’t let emotion overly-affect them when spoken to. A good listener develops their own method of organization such as note-taking and outlining. For presentations, speakers should practice their presentation until they know it by heart. This will lower their nervousness. Presenters should never knowingly distract their audience from their topic. Meetings should only be called when other communication types would not work as well. The meeting organizer should make sure that the main topic is never strayed from. The meeting organizer also makes an agenda which provides important information to the attendees. Clean and concise language should be used along with an active voice to strengthen professional writing in the workplace. Using the correct format for a writing piece is important for organization. An abstract should be written last and should summarize the rest of the report.