

PROFESSIONAL COMMUNICATION

WHAT IS IT?

The ability to clearly and effectively speak and write in a way that reflects a positive and ethical image of yourself as well as the organization you represent.



WHY IS IT IMPORTANT?

Employers in all industries place high importance on hiring candidates with this skill. Having professional communication skills can foster better working relationships, minimize misunderstandings and clarify what needs to be done, which could greatly benefit any organization.



HOW CAN I GET BETTER AT IT?

- Prepare and practice what you want to say
- Be clear and concise with your message
- Proofread what you write before sending
- Ensure that your nonverbal cues support your message
- Ask a friend, family member, or instructor for feedback on your style of communication



WHAT ARE SOME EXAMPLES OF IT?

TIP: Think of examples you might have from your own experience and keep them in mind for when you prepare for interviews!

- Giving a speech at a public event
- Sending an email to a teacher/professor
- Eliminating lengthy paragraphs in order to be concise
- Making eye contact with someone you are speaking with
- Correcting misspelled words in a paper you've written
- Active listening

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TIME TO APPLY

PROFESSIONAL COMMUNICATION

PRACTICE INTERVIEW QUESTIONS FOCUSED ON PROFESSIONAL COMMUNICATION

- Can you tell me about a time you gave a successful presentation and share why you think it went well?
- Do you prefer responding to someone using written communication or verbal communication? Please share why?

REFLECTION

- What are some examples where you had to use professional communication in your classes?
- How could professional communication be used in your current job or in the career you want to have?
- Why do employers want people who are great at professional communication?

WHAT DOES CAREER SERVICES DO?

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Job Fairs

1-on-1 Coaching

Professional Skills

Practice Interviews

Career/ Major Exploration

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