Learning Objectives

- Recognize at least four barriers to communication.
- List the problems with poor writing and the four points of good writing.
- Describe the importance of using correct spelling and grammar, and proofreading all written communications.
- Select the correct tone for project written communications.

Topics Covered

Communications Management

- Processes
- Writing
- Methods

Project Writing

- Accurate and Correct Writing
- Problem with Poor Writing
- Noise
- Incorrect Words
- Writing Techniques

Proofreading

- Correcting Spelling and Grammar
- Never Use Texting Conventions
- Common Writing Errors to Avoid
- Writing Tone

Software

- Word Processor
- Spreadsheet Software
- Presentation Software
- Email
- Text Messaging
- Creating a Feedback Loop