CSIBER, KOLHAPUR

Professional Communication

Communicate clearly, confidently and respectfully.

Purpose

Effective communication is an essential employability skill. In interviews, group discussions and the workplace, students are expected to express ideas clearly, listen actively and interact respectfully.

Guidelines

- Speak clearly, politely and confidently, using language appropriate to the situation.
- Listen attentively and allow others to finish before responding.
- Organise your thoughts before answering questions; keep responses relevant and structured.
- Use professional language and avoid slang, offensive expressions and unnecessary jargon.
- Participate constructively in group discussions and respect different viewpoints.
- Practise professional email writing, including a clear subject, appropriate greeting and courteous closing.
- Use polite telephone and online-meeting etiquette; introduce yourself and communicate the purpose of the interaction.
- Ask relevant questions when clarification is needed and respond courteously to feedback.

KEEP IN MIND

Professional communication is as much about listening and understanding as it is about speaking.

Professional readiness is built through consistent everyday habits.