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| Communication Types Assignment | Last name: |

Read each scenario below and then determine the best type of communication to use in each situation. Describe in detail the type of communication (meeting, memo, phone call, email, etc.) you would use and explain why that would be the most effective method. Also, describe any potential barriers (e.g. generational, contextual, etc.) to communication in each situation.

1. You and 4 of your coworkers need to plan out a series of upcoming projects. You have to determine who will work on which projects, when they will be passed on from one person to another, and the timelines for completion.
2. A client has not paid the balance on his account. You want him to have a copy of his statement with information regarding payment options including financing, payment plans, methods of payment, and so on.
3. You’re looking for a particular product used in your office. It’s available from several vendors, and you want pricing and product specifications from each vendor.
4. After several heated arguments with a coworker, you decide it’s time to address the issues that are causing these arguments.
5. Your supervisor asks for an update on pending projects. She wants to know what you’re working on, what’s completed, and the details regarding any ongoing projects.
6. You overhear a joke that is derogatory and offensive to several protected categories. You want to report the incident to your supervisor.
7. A new piece of software is being installed on your work computer. You’re the only one that knows how to use it and need to teach others how to use it.
8. Your friend was supposed to meet you for dinner and is fifteen minutes late. You want to know whether he’s still going to meet you.

 Type your name in the upper-right corner of this page next to ***Last Name*** Save your file as a ***Word document*** (.docx).
 Include the term ***Communication*** and your ***Last Name*** when saving your file. **Example: *Communication\_Smith.docx***Upload your completed document using the ***Browse*** button, and then click the ***Submit*** button.

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| **Points Possible: 20**2 points possible for each situation which includes proper grammar, spelling, and punctuation4 points for proper grammar, spelling, and punctuation |

Assignment Name