

Professional Communication Handbook

Communication skills matter in nearly every career path. This handbook focuses on practical communication strategies students can use in internships, school settings, networking situations, and professional environments.

Email Basics

- Use clear subject lines
- Start with a greeting
- Keep messages concise
- Proofread before sending

Meetings and Conversations

Good communication includes listening carefully, asking thoughtful questions, and speaking clearly without rushing.

Digital Etiquette

- Respond respectfully
- Avoid texting language in professional settings
- Be mindful of tone online