To: ENGL 2311 Students

From: XXX

Subject: How Future Students can succeed in ENGL 2311

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**Strategies of Communication**

Good communication is a vital part of our life because it strengthens the relationship between individuals and enhances the general process of sharing information. Constant communication through texts, emails, phone calls, video conferences and one-on-one meetings is vital in achieving the goals and objectives of a team. Therefore, ENGL 2311students should strive to improve their communication skills and make them their key strengths. Students should learn how to adjust their tactics based on the situation and personalities involved. Learning and mastering communication strategies is a stepping stone upon which ENGL 2311 students build their insights. The following are some of the communication strategies that ENGL 2311 students should follow to make their interaction fun and rewarding.

**One-to-one communication**

One-to-one communication is vital for the students to develop a bond and understand each other better. For instance, when students talk to each other, they learn more about body language, understand the communication methods they are most comfortable with and know about the visual cues.

**Promote Feedback during Communication Sessions**

Communication is a two-way process, and they can only exchange information effectively if its flow is directional. Students should be trained to ensure that information flows in all directions within a team and every member takes part. Feedback is vital in improving the general effectiveness of communication by ensuring the flow of information in different directions. For instance, during presentations, students should raise questions, suggestions, or thoughts to help them communicate their message. Through feedback, students will be able to develop listening and thinking skills.

**Use Different Modes of Communication**

Although sticking with your favourite mode of communication might not make communication with other easy, it is vital to make yourself comfortable when with different modes of communication. Using diverse modes of communication can help ENGL 2311 students to become communication experts. Students who use diverse modes of communication will have the opportunity to become more productive in every aspect of their profession.

In conclusion, ENGL 2311 students should strive to achieve the best communication skills through different communication strategies. One-to-one communication, promoting feedback during communication sessions, and using different modes of communication are some of the best strategies through which students can improve their communication skills.