To: ENGL 2311 Students

From: XXX

Subject: How Future Students can Succeed in ENGL 2311

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**Concepts of Communication**

Well-developed communication skills are essential for academic success. Students are supposed to communicate effectively at any level of education. Lack of well-developed communication skills in students exposes them to the risk of falling behind their peers and becoming withdrawn emotionally at school. Success in academics is dependent on solid communication skills, especially clear oral communication. ENGL 2311 students should be able to recognize, analyze and accommodate different audiences. These students are also required to produce appropriate documents by incorporating suitable verbal, visual and multimedia materials. Therefore, they need to know how to present their arguments, hypotheses and summaries clearly and create compound concepts and theories. ENGL 2311 students need to express thoughts and ideas clearly, with effective incorporation of tone and language for their intended audience. Therefore, learning the basic concepts in communication will act as a bridge towards building their competence. Below are some of the communication concepts that ENGL 2311 students need to familiarize themselves with.

**Senders and Receivers**

Communication happens when a message is sent, and someone receives it. If it is a lecturer orating or a person making eye contact with someone across the street, communication is achieved through a connection. As a sender, a student should produce information that is appropriate to the reader and serves the right purpose. Understanding the role of the sender and receiver will enable ENGL 2311 students to locate, evaluate and incorporate the correct information in their writing.

**The Medium**

Medium is the means of communication. Every medium of communication has a different effect on the message being communicated—the medium shapes how a message is created and received. Understanding different communication mediums will enable ENGL 2311 students to develop the verbal, visual, and multimedia materials needed to pass the information from the sender to the receiver. Students will be able to edit papers in the right style, paying attention to word choice, sentence structures, punctuation and spelling.

**Feedback**

Feedback helps students analyze how the message is perceived and make changes depending on whether the response was positive or negative. Students must develop the capacity to synthesize the feedback through study. Understanding the concept of feedback allows the students to analyze the ethical responsibilities required in technical communication.

In conclusion, communication concepts will help ENGL 2311 students understand how communication works and what might have happened when it fails. I suggest that students learn all the concepts of communication so that they can design and develop documents for easy reading and navigation. Understanding these concepts will also help students develop competent communication skills to practice the individual and collaborative procedures required to create ethical and efficient documents.

In considering success in ENGL 2311, it is very important to remember the fact that this course requires attendance and participation.