

Professional Written COMMUNICATION

Here are a few examples of tasks that various professionals would need to accomplish while relying on written communication.

1
Scheduling appointments and sending out confirmations



2
Updating a patient's or client's file or chart



3
Sending a project update to key stakeholders



4
Submitting a proposal to improve your department's efficiency



5
Documenting an infraction occurring with inmates



6
Giving a status update on a new information technology (IT) product



7
Sending instant messages to a colleague about a project



8
Informing a client of a new product



9
Creating a procedure for your team to follow

