



INNOVATION | COLLABORATION | EDUCATION

Professional Communication

What is the purpose of communication?

Professional Communication

Keys to successful communication

Identify your purpose

Know your audience

Email Communication

Mail - Lehnert, Rob (ASD-N) - Outlook - Google Chrome
outlook.office.com/mail/deeplink/compose/AAMkADZIZGQ5MjdiLTImOTAtNGNjZC04OWIzLTViMDkyZTQxZjc4MQBGAAAAAACp9O1sfMy4TatGdfQmwCoEBwAoVglfeq2TQYgPsvSrFun8AAAAqMq6AADShC1Rqe%...

Send Attach Encrypt Discard

To Hallihan, Ashley (ASD-N) Bcc

Cc

Quick Questions

Subject Line – short summary

Hi Ashley,
Hi, Good Morning, Good Afternoon
Greeting, introduction

Hope you are having a good week!

I am hoping you can help me with a few quick questions.

- For the iHub Grant application, are you focusing on Global Competencies for outcomes?
- For Personalization Grant application, did you include 2 or 3 iPads?

Content, short and sweet

Let me know when you have some time, thanks!

Thank you,

Rob

Signature

Robert Lehnert
ASDN ICE Centre
Innovation | Collaboration | Education
www.asdnice.com
Anglophone North School District

Send Discard Draft saved at 12:10

Phone Communication

Prepare !

Greeting

Introduction

Short and sweet

Thanks!

Follow Up

E-Mail Signature

Login to your Outlook Email

Go to settings and search “signature”

Create your own signature

Example:

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Ashley Hallihan

BHS ICE Centre

Innovation | Collaboration | Education

www.bhsice.com

Anglophone North School District



E-Mail Signature

Find a business owner to contact!

Anyone you can find!

Send them an email, cc'd me on the email!

*Introduce yourself, explain your business idea and
ask 3 questions:*

*Example: What is one piece of advice you would give a young
entrepreneur?*

Ashey.Hallihan@nbed.nb.ca