

INNOVATION | COLLABORATION | EDUCATION

Professional Communication

What is the purpose of communication?

Professional Communication



How do we communicate?

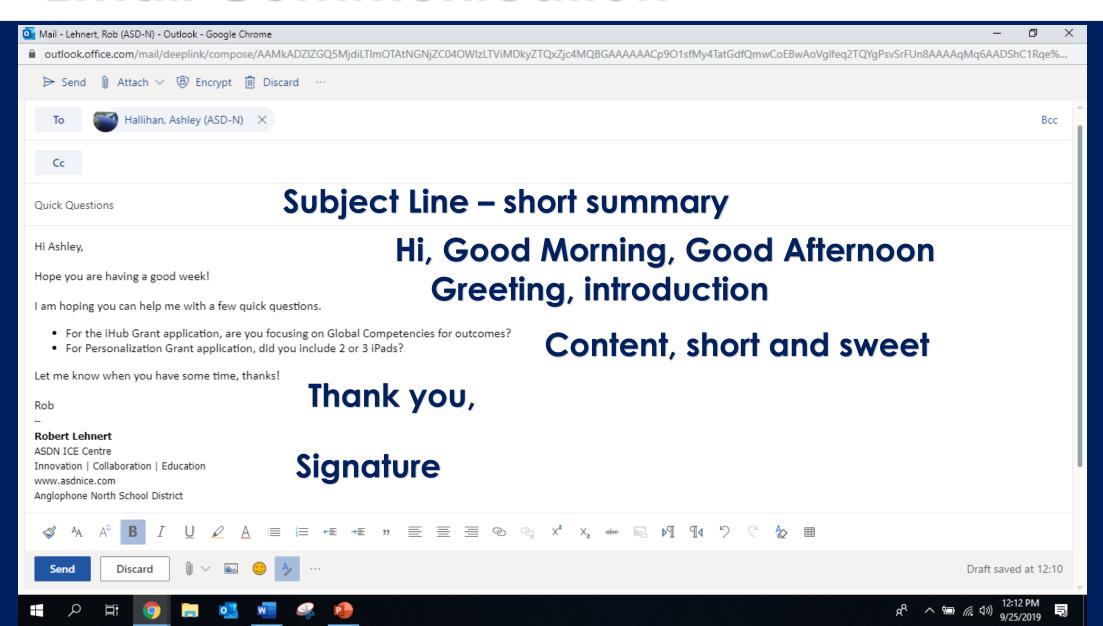
How do businesses communicate?

Professional Communication

Keys to successful communication

Identify your purpose Know your audience

Email Communication



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

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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