Your Name

Instructor Name

Course Number

Date

Title: Technical Communication for Computer Professionals

To:

From:

Date:

Subject: Significance of Effective Communication

Every job seeks applicants having strong interpersonal communication skills and abilities to work collaboratively. When it comes to the job of a computer professional, they are also expected to exhibit some technical interpersonal communication skills. In addition, the communication skills are needed in this job to allocate a suitable time to spend on each form of communication pertaining to this role. This memo is aimed at highlighting the need of effective communication to attain high level of job satisfaction. In addition, it will also discuss the average amount of time to be spent on each form of communication needed in this job.

Communication is the key to success in an organization despite the role a person is performing. At the workplace, effective communication is pivotal for companies to work in an efficient manner. If the employees are engaged in communication, they experience high productivity, commitment and morale. In addition, employees who spend time in creating free communication lines are trusted by their supervisors and sub-ordinates. Such employees are considered as a valuable asset for an enterprise. Poor communication also results in the demotivation of staff. A number of studies have reported a positive relationship between effective communication and employee performance. A computer professional has to indulge in various forms of communication as part of performing various job duties. These involve verbal and non-verbal communication. Computer professionals not only need to interact with the other employees, since they need to develop and design computer software in order to meet the needs of different people. Owing to the job duties a computer professional has to effectively divide their time on verbal and non-verbal communication.

Immediate supervisors evaluate the performance of an employee based on the communication of their job performance and duties. Effective communication is one of the ways by which supervisors assess the performance of employees. One major type of communication in an enterprise i.e. supervisor-subordinate communication plays a vital role in determining the positive and good rating from the immediate supervisors. Poor communication may result in the failure to demonstrate good job performance resulting in a poor rating from the immediate supervisor. Speaking of time spent on both the forms of communication, the computer professional will have to spend most of the times in communicating non-verbally with the clients and other professionals. First of all, they need to communicate regularly with experts and clients, both to gather information and also to have the documents reviewed. In addition, almost half of their time must be spent on verbal communication, in the organization and with the external parties. That’s why technical writing is not for hermits; it requires good social communication skills as well as good writing skills. Thus, a pleasant outgoing personality helps a computer professional to excel in their job.

When it comes to time spent communicating with a computer professional, I used to believe on an average the computer professionals must spend most of the time on the internet and non-verbal communication. However, the research revealed that computer professional need to spend almost half of the time in verbal communication and a half in non-verbal communication. Pertaining to their job duties, verbal communication is as important as non-verbal communication. Speaking of the communication and its impacts on the supervisors’ feedback, the initial view was similar to what the research found. Communication plays a key role in demonstrating one’s job skills and abilities and hence it is imperative in exhibiting good performance. Therefore, effective communication plays a vital role in getting positive feedback from the immediate supervisor. This can also be applied to the feedback obtained from the peers and other organizational members.

# Works Cited

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