

Journal: Professional Goals Part I

Student's Name

Institutional Affiliation

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Identify three to five of your communication strengths, and explain how you know this to be accurate using supporting examples from your own experience.

Communication is enhanced by effective listening. Thus, we have two ears but one mouth. Proficient speakers focus twice as much! I have become an exceptional listener by applying little methods in personal and professional communication. To become a better listener, I try to let others finish before reacting. It may sound easy, yet many individuals lack the verbal skills to do it. Another good listening technique is repeating what the other person says or asks before replying. After the other person speaks, I may remark, "What I hear you say is..." Repetition reduces misunderstandings, making communication easier.

My nonverbal communication skills include tone of voice, hand gestures, and eye contact.. When I talk, I face the other person and look them in the eye. I am focused, undistracted, and engaged in the topic by making such a significant effort. Hand gestures and vocal tone show interest and attention. Finally, effective communication requires openness and adaptability. Bisen and Priya describe flexibility as "absorbing new techniques of communication with little resistance" in "Gateways of Effective Communication" (2009). I suppose this means being open to new communication ways and nonjudgmental. In your personal or professional life, you must communicate with dissenters. Open-mindedness can help conflict-filled interactions.

Identify two to three areas of opportunity in communication skills that you need to work on, and describe how you will know when you have grown in these areas.

The two aspects of communication that I believe I need to improve on are conciseness and clarity, which are both included under oral and written communication in "The Seven Cs of Communication" (Bisen & Priya, 2009, p. 18). When communicating for clarity, you should,

among other things, speak clearly, avoid long sentences and ambiguity, and only include pertinent facts. When communicating for clarity, you should also avoid repetition and keep your message brief (Bisen & Priya, 2009, pp. 18–20). My oral and written communication sometimes deviates from the core point by employing too much "fluff." I also write too much on assignments and have to erase a lot of my initial drafts to keep them under the word limit (like this one). Once I can structure my conversations with only the most crucial words—no ambiguity—I will know I have progressed. I must remember that while details are crucial, excessive detail might distract from the essential theme.

Describe possible career paths that you may be interested in, the skills you believe you already possess, and the areas you need to work on to be successful in this career.

My preferred career path would be to work as a UX writer for IT businesses. "Who is a UX Writer?" asks. In five words, Patrick Stafford responds to the question, "Why are UX Writers so important?" (2018): "The future is in writing." Although it is unquestionably vital, coding is a well-established career in technology. He says that because your writing and voice will set a business apart from rivals, the need for writers in the digital industry is growing (Stafford, 2018). Writing for UX means writing with the user in mind. I think I already have the empathy necessary to succeed in this field, as it will enable me to write conversationally and with the user in mind. Conversational is one of the five Cs of UX writing, according to Charlene Nuval (2018). According to Nuval (2018), writing for consumers is a crucial ability as it lends a human voice to your product.

Clarity and conciseness are vital to being a good UX writer. Clarity, like excellent user design, should be seamless and unobtrusive; thus, it is usually the first topic in strong UX writing principles. Since product consumers are on a mission, succinctness is key—fewer words are

better. Charlene Nuval says, "Take all your copy and slash it in half." Again, cut it in half (Nuval, 2018). In the first week of this course, I discovered that succinctness and clarity are essential for successful communication and my career.

Reference

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