

Transitioning to Professionalism in Communication

Many young adults use text speak or slang when communicating with friends. Unfortunately, some make the mistake of thinking that this type of correspondence is acceptable in the workplace.

Here are some facts about Professional Correspondance:

- National and international response time to clients should generally be **within 24-48 hours during the work week**.
- It's generally not expected to have a response over the weekend in the US.
- **More than 70 percent** of people expect a response from coworkers within 4 hours.

Read More About Professional Correspondence [Here](#).

6 Tips for Professional Messaging

Tip 1

Get Right to the Point

The first sentence should get right to the point; don't ramble on or beat around the bush.

Tip 2

Short and Sweet

Use short & simple sentences to express your ideas/ opinions/ what you want to say. Coworkers will appreciate this!

Tip 3

No Slang

This is official communication- practice clean formatting of sentences and avoid using slang words.

Tip 4

Watch Your Tone!

Tone is very important; correspondence is easy to misunderstand, so use straight forward language.

Tip 5

Audience Awareness

Keep in mind to whom you're talking. It's important to be respectful of the person you're messaging- especially if it is a superior.

Tip 6

Edit!

Don't be afraid to go back through what you've written to make sure it's well thought- out and makes sense overall.

Read More About These Tips [Here](#).