Student Name

Purdue Global

Course Name

Date

Unit 8 Assignment: Communication Modes

**Instructions:** Read each scenario below and choose from the list provided the mode that would result in the most effective communication experience. Be sure to justify your choice with a response of at least 100 words per scenario.

**Choices of Mode:** telephone, memo, email, text message, social media post, face-to-face conversation, mailed letter, video conference

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Mode Choice** | **Justification for Choice** |
| Your company is going through a reorganization and you have been tasked with firing three of your team members. |  |  |
| You have a last minute change to a meeting agenda and need to let meeting attendees know about it quickly. |  |  |
| Your company is running a special limited time promotional offer for customers. |  |  |
| You are negotiating a new contract with a supplier and need to discuss several terms of the agreement that require clarification. |  |  |
| You are inviting several subordinates to an impromptu business lunch to build team camaraderie. |  |  |

**Reference List**

Include all cited references here in an APA-formatted reference list.