

## Summary of February 27 Seminar:

### Professional Communication Part I

This summary is not meant to be an exhaustive compilation of Dr. Ashby's comments, but a brief recount of some major points that were raised.

- Communication is more than talking to someone. Body language and appearance can speak as loudly as and sometimes louder than words.
- Be careful what you say. Like toothpaste squeezed from the tube, you can not put back words that have already been uttered.
- Always be prepared to discuss your work. Have a short version (1-5 minutes) that can be expanded upon if more time is available for discussion (i.e. for elevator or other impromptu encounters).
- Know the rules of engagement for your field and the professional path you are taking.
- Recognize who you are communicating with. The tone, level of detail, or jargon used will differ depending on your audience (peer or colleague on your educational same level, professor, expert in your field, lay person).
- Expect to need help and accept that it is your job to ask for help. As a student you are not expected to know everything.
- Use your mentor/research advisor and/or their reputation to make connections at conferences and professional meetings. Be sure you have their permission to do so.
- Graduate students have more experience communicating in professional settings (research groups, professional meetings) than most undergraduate students. Undergraduate students should utilize graduate students and AGEP staff members for questions about how to communicate to different people in different situations.