

CHAPTER II: COMMUNICATION

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2nd year process engineering



01

introduction



Communication is the process of sharing information, ideas, or instructions. In engineering, clear communication is essential to avoid risks and errors. For example, misunderstanding lab instructions like temperature or chemical dosage can lead to failed or dangerous experiments.



Types of Communication

01

Constitutional communication

is formal and structured. It includes reports, official letters, and academic emails. For instance, writing to a university director to request lab access is constitutional communication.

02

Non-constitutional communication

is informal. It happens in casual talks, phone calls, or body language. An example is students discussing lab results over lunch.



02

Communication Strategies



Effective communication requires:

Clarity

Structure

Audience awareness.

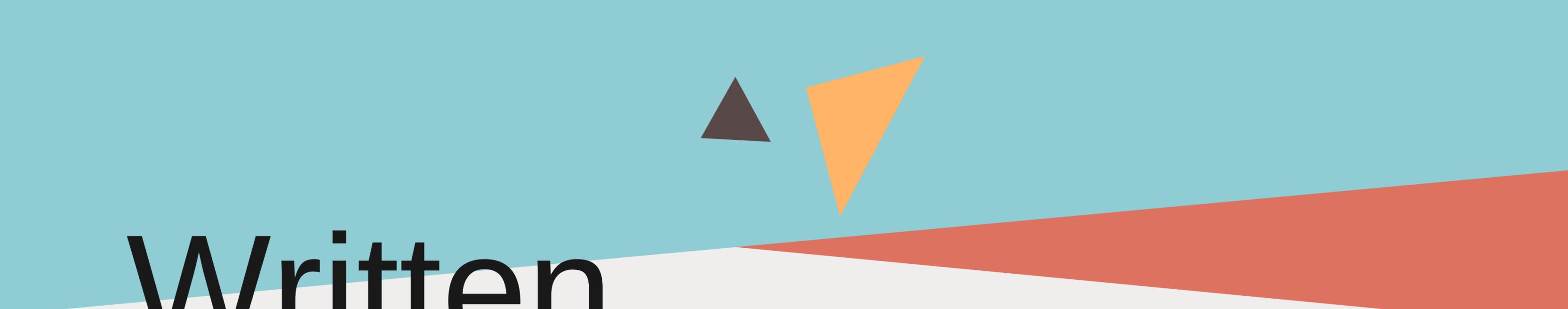


The basic Model involves

Sender => message => receiver.

It's important to choose:

- the right channel (email, face-to-face etc.)
- be open to feedback.

A decorative background featuring a teal upper section and a white lower section. A large orange triangle points downwards from the teal section into the white section. A dark brown triangle is positioned above the orange one. A wide, horizontal orange band spans across the white section, tapering slightly towards the right.

Written

Communication

Written communication includes emails, letters, and reports. It should be polite, clear, and organized.



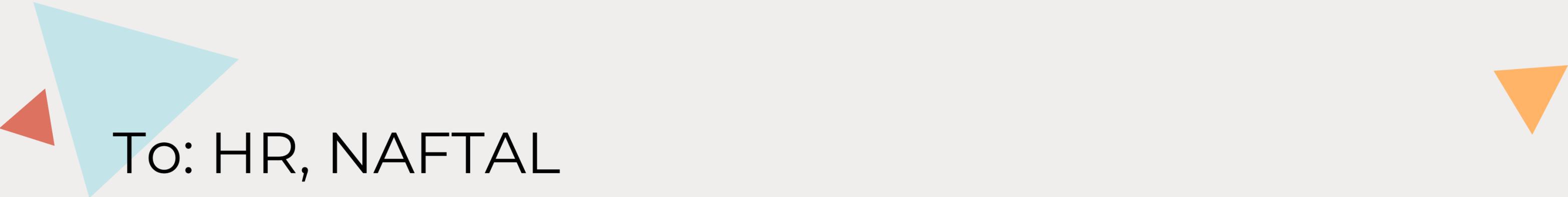
Example email:

Dear Professor,

I'm applying for a summer internship at Sonatrach.
Could you write me a recommendation letter?
I've attached my CV.

Best regards,
your name

Example letter:

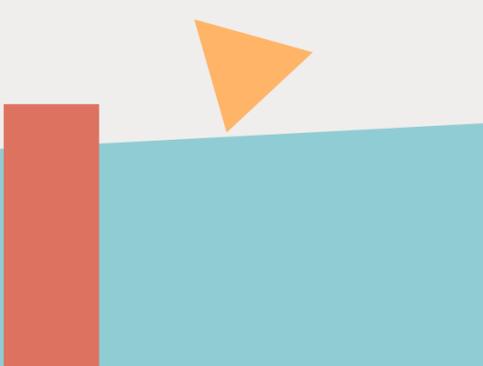


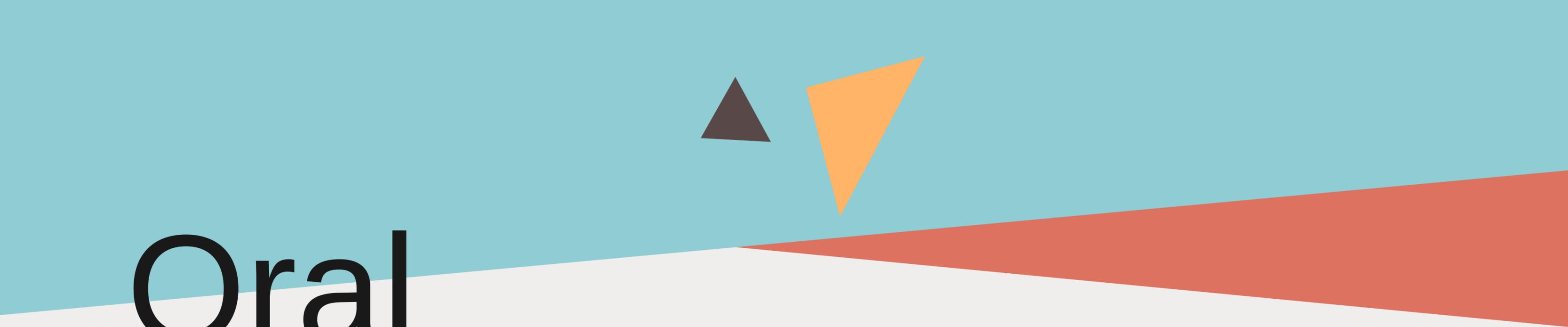
To: HR, NAFTA

I am a 2nd year Process Engineering student seeking a 4-week internship.

Please find my CV and transcript attached.

Sincerely,
your name

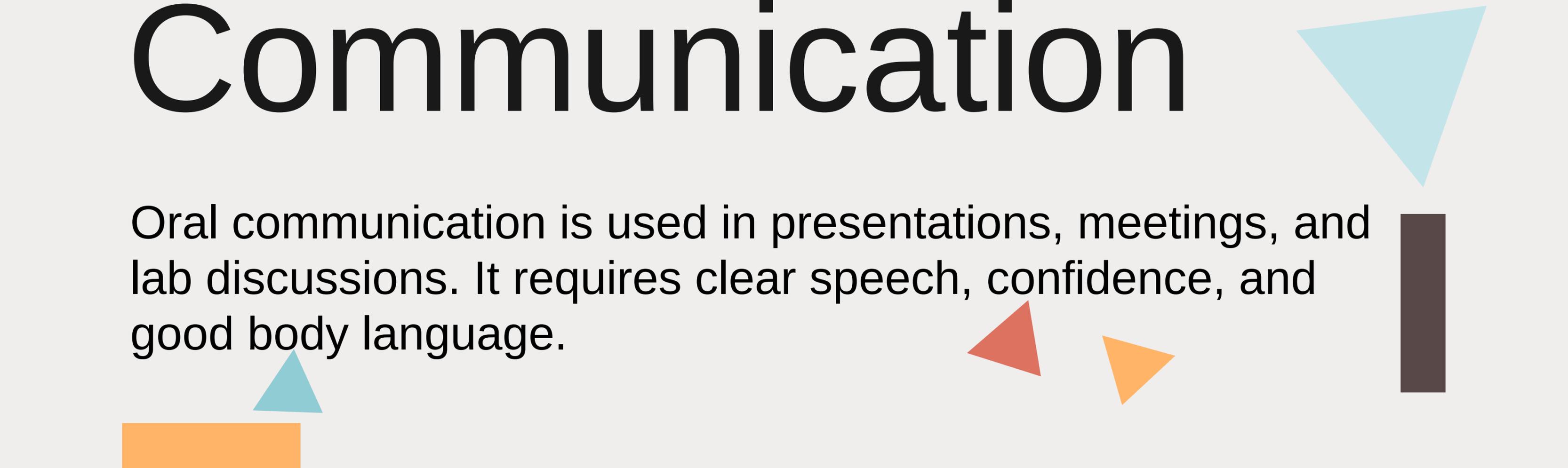


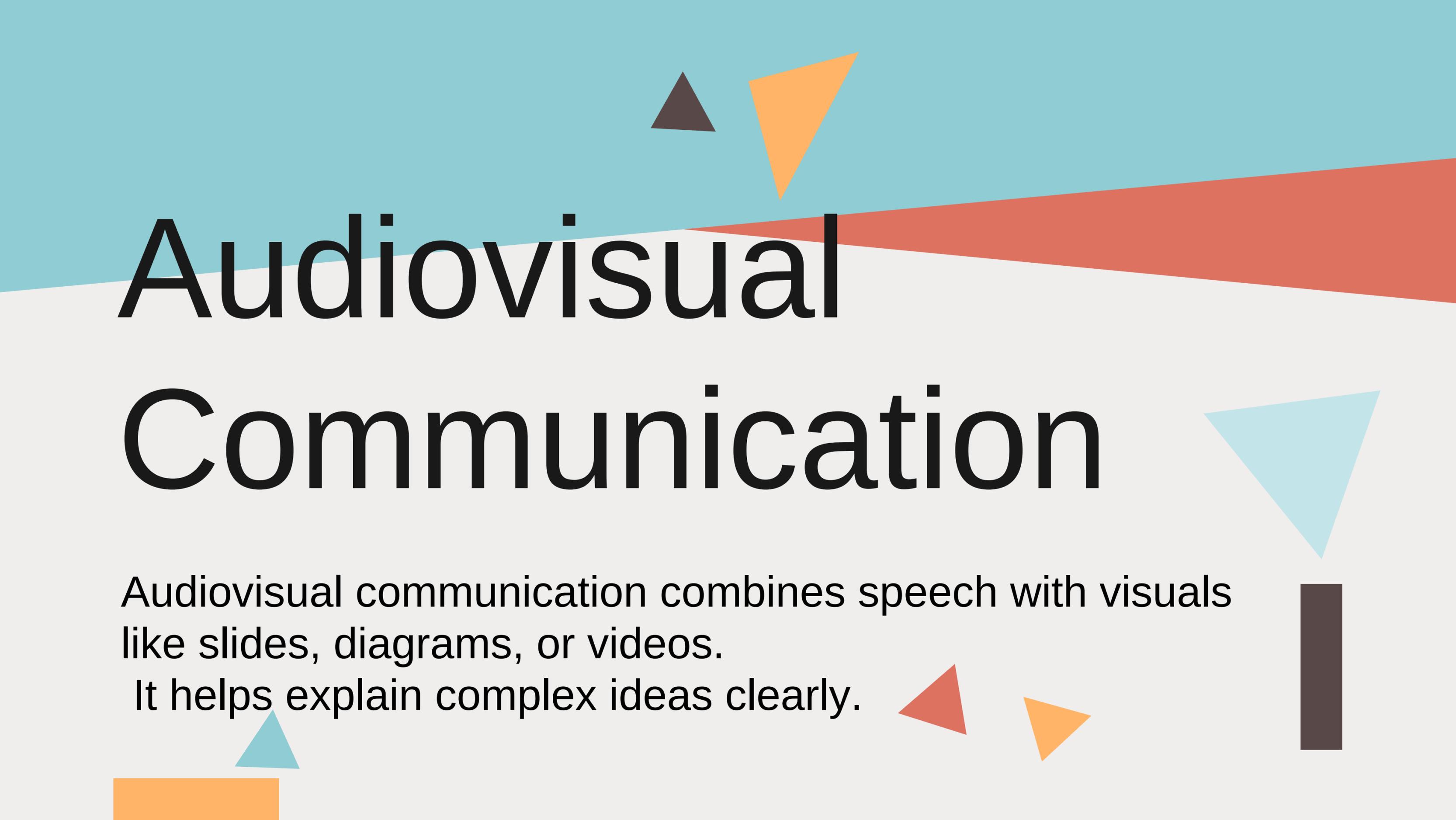


Oral

Communication

Oral communication is used in presentations, meetings, and lab discussions. It requires clear speech, confidence, and good body language.



The background features a teal upper section and a white lower section. A red-orange brushstroke-like shape curves across the middle. Various geometric shapes are scattered: a dark brown triangle and an orange triangle at the top; a light blue triangle on the right; a dark brown vertical bar on the right; a red triangle and an orange triangle at the bottom right; and a light blue triangle and an orange rectangle at the bottom left.

Audiovisual Communication

Audiovisual communication combines speech with visuals like slides, diagrams, or videos.

It helps explain complex ideas clearly.

Parts of Audiovisual Communication

1. Visuals: Diagrams, images, charts
2. Text: Titles, keywords, labels
3. Audio: Voice-over, speech, sounds
4. Multimedia: Videos, animations, tutorials
5. Interaction: Q&A, discussion prompts

Keep slides clean and simple. Avoid too much text or distracting effects.

conclusion



“Communication is a key skill for engineers.

Whether writing emails, presenting in class, or applying for jobs, students must express ideas clearly and professionally. Practicing different types of communication prepares students for both academic and workplace success. This is a quote, words full of wisdom that someone important said and can make the reader get inspired.”