

# CHAPTER II: COMMUNICATION

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# 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.



# 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:

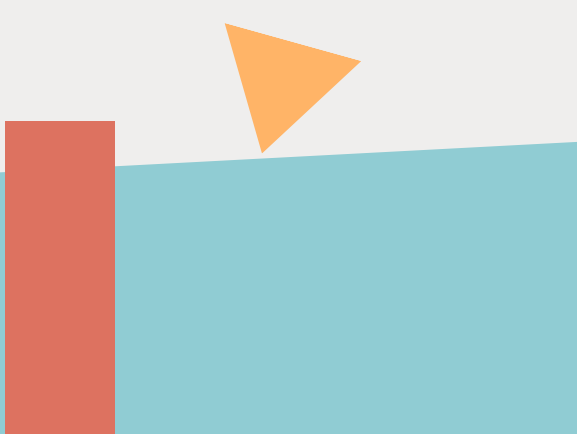


To: HR, NAFTA

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

Please find my CV and transcript attached.

Sincerely,  
your name



The background features abstract geometric shapes. At the top, there's a teal triangle pointing up and an orange triangle pointing down. A wide, thin orange band stretches across the middle. Below it, a large teal triangle points down. In the bottom left, there's a teal triangle pointing up and an orange rectangle. In the bottom right, there's a red triangle pointing up, an orange triangle pointing down, and a dark grey vertical rectangle.

# Oral Communication

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



# 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.”