

## **Communication Barriers**

### **Topic**

Highlight your topic at the beginning of your text. This could be an 'introduction' or even a summary to grab your reader's attention.

Remember – you're not writing an assignment! So, when thinking about word-count, aim to keep this as low as possible.

### **Meaning**

Words mean different things to different people in various contexts. Set the scene or give some background to avoid confusion.

Use examples to reinforce the point you want to make. But above all, double check that your message is clear!

### **Email**

Correctly formatting your email correspondence is important for effective communication. Your customers might not recognise your email address and ignore you.

Think about the email subject title. Use it to identify yourself. And think about how your emails appear in the 'from' column. Make sure it's a meaningful name.

### **Links**

When linking to another page, embed the link into the text as naturally as possible. IE "Find out more about [Leeds Trinity](#)". Avoid writing the full address.

However, when referring to emails, using the full address is, in fact, the best way :[enquiries@leedstrinity.ac.uk](mailto:enquiries@leedstrinity.ac.uk).