

# Compare professional and non- professional correspondence

Law



Official Communication Official Communication Official communication means that an individual uses proper signals such as body language, facial expressions and tonal voice. Logically, body language is an essential part of expression and does send a message to the receiver. For instance, a frail and none enthusiastic body language shows that one does not have an interest in his or her job. Other signal would depict lack of respect towards a senior employee or the boss. On the other hand, tonal voice is as essential as the body language (Schramm, 2004). This is because the voice is a major part in communication. One ought to speak slowly and clear in order for the listener to understand. Most importantly, one should use proper language and tone when addressing any person officially.

One should e-mail a sergeant or sheriff in the formal way of writing a mail. This is because it is an official e-mail. Moreover, it should appear in the manner one writes a formal letter (Berlo, 2006). Therefore, there should be an address to the sergeant and the tone needs to be formal. Additionally, a sergeant or sheriff is a figure of authority and deserves the same level of communication as a sign of respect.

Arguably, judicial communication is very formal. Therefore, when an individual meets a judge along the courthouse hallway, he or she is to take a bow. Additionally, one should address him or her as “ your honor.” This is because it is the title given to the judge within the courtrooms. Moreover, judges differ and failure to bow could lead one to be in contempt of face. However, this depends on the judge. As a result, one needs to be on the safer side.

## References

<https://assignbuster.com/compare-professional-and-non-professional-correspondence/>

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Schramm, W. (2004). *How communication works. The process and effects of communication*. Urbana, Illinois: University of Illinois Press.