

## **Lesson Title: Real-Life Workplace Communication Scenarios**

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### **Scenario 1: The Vague Message**

A manager sends a message saying:

“Please look into this and update.”

Different team members interpret it differently.

Some think it’s urgent. Some think it can wait.

#### **Reflection:**

What information was missing in this message?

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### **Scenario 2: Silent Meetings**

An employee stays quiet during meetings but later says decisions were misunderstood.

#### **Reflection:**

Where did the communication break — during the meeting or after?

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### **Scenario 3: Email Overload**

A long email with multiple requests is sent without priorities or deadlines.

#### **Reflection:**

How could this message be structured more clearly?

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#### **Key Insight:**

Most communication failures are caused by lack of clarity, not lack of effort.