<div align="center">Mentor Meeting: Communication</div>

This month's mentor discussion topic was communication. Shannon and I met at MTA for this meeting and the one thing that stuck with me was that communication is the key in any relationship. Without communication people and companies would be lost. The level of communication in a relationship determines the amount of tasks/ projects that are completed.

Shannon uses mostly E-mail to communicate with people in or outside of the company. Sometimes the head executive sends out memos to let the company in its entirety to inform other of a new decision made. Also, she said that when she writes a report or email, and its formal, it needs to be grammatically correct. In a professional environment grammar, spelling, presentation, and communication is important. Basically if you are illiterate then people will not take you seriously, if you are lucky enough to be hired.

For presentations she said they give very few oral reports. The company does and annual presentation to keep everyone informed and updated with rules or regulations that may have changed. However, when they do have presentations they almost always use PowerPoint.
At EO-Tech they do have access to the internet and E-mail that is not monitored. Mostly, people use it for work and company issues/topics but some people do use it for personal items. But, they do it on their own time such as if they are on lunch break or if they are finished with their work for the day.

Shannon also said that some companies monitor where, when, and how long an employee has used the internet for. Some companies give their employees an allotted time that they can be on a computer. At EO-Tech the boss's just request that the companies use discretion and to be mature about the sites they visit.