

Level I Construction Fundamentals Study Guide

COMMUNICATION SKILLS

Effective Written Communication Skills

These are an essential skill in the construction industry. As technology and construction projects become more complex, and our work force more diversified, more companies are being taken to court for their poor writing correspondence, contracts and instructional materials. Therefore, all correspondence must be clear, accurate, and brief. This section will discuss the purpose and intent of formal business letters and memorandums.

There are two basic written forms of communication. They are the formal business letters and the memorandum. The business letter is utilized between individuals who work for different companies such as the Owner and Contractor or the Architect and the Contractor. The memorandum is used to correspondence within a company.

Memorandums

A *Memorandum* is a form of correspondence utilized with a company. This form of communications is usually a less formal type of communication. These are primarily utilized to advise people of procedures, procedural changes, a disciplinary issue or to clarify existing procedures. A memorandum contains the date, the To: the name of the primary receiver(s), the From: the person sending the memo, the intent of the correspondence with the Job number, and carbon copies. An example of a Memorandum is shown below.

MEMORANDUM

Date : August 19, 20__

To : Jim Angelo, Project Manager Contractor, Inc

From : Jim Bow, Superintendent

Hello Steve:

I sent a letter to Steve Blume, the Architect with Brayton AEC concerning the concrete mix design submittal required from Western Concrete through their subcontractor LA Testing.

Mr. Blume stated that the concrete mix design must be based upon an Air Entrainment method. He also said that the design must be submitted before August 25, 20__ addressed to his attention. He will review and determine the adequacy of the design. We must have his approval prior to the pouring of any concrete.

cc : File

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VM Jensen



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