**Question 1**

Analyzing diverse audiences ensures that communication is effective as an individual its important to analyze my audience before I speak or communicate to them. I can do this by identifying their demographics in terms of their age, gender, race, and ethnicity. The environment in which we are and their attitudes as individuals can depend on how they view things or how they speak to me if they begin the conversation.

**Question 2**

Taking time to compose a persuasive message will ensure that my audiences are persuaded. However, it is essential to have the correct information about the research as this is the main reason my audience will be persuaded. This helps prevent contracting myself during a presentation; lacking the correct and enough information will lead to repetition, and the audience will not believe me.

**Question 3**

It’s essential to incorporate technologies to use in processing documents for employment. This is because technologies are potential and flexible, thus composing, editing, and revising documents favorable. Also, the technologies ensure that the document meets my employer's standard. Incorporating technologies makes preparing a document faster compared to using manual methods, where also they are more effective than manual methods.

**Question 4**

As an individual, I understand that teamwork is essential for an organization. And thus, I uphold teamwork. For effective teamwork, it's necessary to generate and practice the strategies to be followed by all the team members. Some of the strategies to be practiced involve the purpose of the group, understanding that the team comes first before personal needs, and knowing that it's essential to build trust among team members.

**Question 5**

I understand the need for sensitive communication strategies when communicating. Formulating the strategies that are appropriate and culturally sensitive will ensure that there is effective communication and avoids conflict. Most cultures have their different modes of communication, and to avoid confusion, strategies and common language are required as they show there is an understanding.

**Question 6**

Personal skills are essential as they determine how I communicate. During the presentation, it is important to develop skills that are informative or persuasive. These skills allow me to stand before people and offer them the right information. The skills will help persuade the audience to purchase a particular product, as it is the best.

**Question 7**

Developing interpersonal and intercultural communication skills will help me understand the contribution of others. Also, it will help me recognize those who have helped me and appreciate them. The development of interpersonal skills ensures I relate well with others and avoiding misunderstanding. Understanding intercultural communication helps me to break the barriers that occur as a result of cultural differences, and it helps me build awareness of cultural norms.