Checklist: 12 Traits That Define Outstanding Business Communication Instructors

☐ Use real-world case studies to illustrate business communication principles.

☐ Invite guest speakers from various industries to share practical communication experiences.

☐ Incorporate current events into lessons to show real-time applications of communication concepts.

☐ Facilitate group discussions to encourage diverse perspectives.

☐ Use role-playing exercises for students to practice communication skills in realistic scenarios.

☐ Create live projects with real businesses to allow students to apply their learning to actual problems.

☐ Teach students how to use digital tools such as social media, email, and online networking.

☐ Incorporate VR simulations for immersive business communication experiences.

☐ Stay current on communication trends and continuously update course content.

☐ Provide tailored, actionable feedback on individual student work.

☐ Offer one-on-one coaching sessions for personalized communication support.

☐ Implement structured peer review sessions to enhance collaborative learning.

☐ Discuss real-world case studies that involve ethical communication dilemmas.

☐ Teach students how to develop and apply ethical communication frameworks.

☐ Include training in cross-cultural communication ethics to promote global competence.

This infographic, based on *Business Communication Today,* 16th Edition, illustrates how AI tools like Otter and Fireflies streamline meeting documentation—a key theme in Chapters 2 and 7.

Instructors can use this visual to show students how real-time transcription, key point detection, and automatic action items enhance productivity, reduce errors, and improve collaboration in today's fast-paced, tech-enabled workplace.