



SI-36

RSVP (please reply)

**D**etermined to be a professional, you spend extra time crafting concise, to-the-point, even clever tweets, messages, posts, student critiques, etc. And, you call it all well and good; job done. But is it?

How many times have you wished your messages were acknowledged? How many times has a critical dialogue broken down resulting in more texting, messaging, or phoning to ensure, after hearing nothing for days, that the recipient has at least understood and received the information or request you have made?

With electronic communications, there is no way to ensure the receiver has seen and comprehended the message. The problem is that one-way communication results in the need to do follow ups and resending of messages in the interest of ensuring that communication took place. This situation has led to email being humorously characterized as a place where ideas go to die.

It seems one simple attitude could markedly boost correspondence reliability if followed by everyone. This attitude is characterized by assuming that an RSVP request comes with every message, text, or phone call you receive. Practicing closing the loop with a reply such as, "Got your request; will take care of it;" or "Understand this is important, will stay in close contact with you until the project is complete;" or simply, "Thanks!" could save many hours of time dealing with subsequent confusion and misunderstandings that result by not knowing the fate of a written or verbal message.

## TFS e-Mentor Success Insights

Practicing effective interpersonal communication is a critical success factor of most every field, why not adopt an RSVP attitude and close the communication loop each and every time? When considering the important nature of communication between students and instructor both sides could benefit from sending a confirmation of receipt or action. RSVP when you desire greater connectivity and communication success.

*~John H, (Jack) Shrawder, Exec. Director  
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