Communication at Work

Directions: Choose the correct word.

When you apply for a job, you need to know your needs, _____ and responsibilities. You need to be able to _____ in a _____ way. It is your responsibility to ask for _____. However, in order to receive accommodations, you have to _____ your disability. It is necessary to have good _____ with your employer when you disclose your disability. Being a good communicator means you can share your thoughts, give _____ to others, _____ closely and follow_____. Professional communication at _____ is different than _____ communication you use with your friends and family. You are _____ for communicating your needs and rights in the _____.

*****Drag and drop the correct word to fill in the blanks*******

1. You have a _____ for an accommodation because of your disability.
2. You have a _____ to have equal access to information in the workplace.
3. You have a _____ to ask for accommodations and to communicate it with your employer.

Need **Right** **Responsibility**

LIVEWORKSHEETS

Directions: ✓ **the images that show good communication skills.**





Has Poor Communication Skills Stalle...









Directions: ✓ **the images that show professional dress code for the workplace**

















LIVEWORKSHEETS

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