

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

Directions: ✓ the images that show good communication skills.



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



