

Job Skills - Communication

Fill in the blanks using the word bank.

Word Bank

listening	customers	focused	formal	message
communication	same	right	views	clear

Listen:

All _____ is NOT the _____. Communication in the workplace is _____. You need to be _____ and respectful when you are dealing with colleagues and _____. You need to use the _____ kind of communication for where you are working. It is about being clear, concise, and _____. Also, it is about being able to tailor your _____ for the audience and _____ to the _____ of others.