

### 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.