

Name _____ Date _____ Period _____

Workplace Communication Error Identification – Part A

Locate three workplace communication errors in each box and then describe the errors on the lines provided.

Email message

From : mrodriguez1a@greatautoparts.com
 To : elizabeth@niftyautoservice.com
 Cc :
 Subject :

Hi Elizabeth,
 I wanted to confirm our appointment at 8:15 a.m. at your office Call me at (555)123-456 if you need to reschedule.

Thanks,
 Miguel

Errors

1. _____
2. _____
3. _____

Text message reply

Hi, Miranda. Can you or your co-worker, Zack, provide an estimate for the repair work we discussed?

Today 4:07 PM

I WILL GET IT TO YOU TOMOROW
 ZACK ALWAYS PREPARES
 ESTIMATES WRONG.

1. _____
2. _____
3. _____

Voicemail message

"I am calling from Memorial Hospital. I am not sure if this is Mrs. Walker's phone number. Her test results are positive for cancer. Call me back to discuss."

1. _____
2. _____
3. _____

Day 1

Name _____ Date _____ Period _____

Workplace Communication Error Identification – Part B

Locate three workplace communication errors in each box and then describe the errors on the lines provided.

Face-to-face conversation

Mark works at a grocery store. He walks over to his co-worker, André, who is assisting customers during the check-out process. Mark points his finger at André and says, "Hey, you stole my lunch from the refrigerator. That is so uncool."

Errors

- 1. _____
- 2. _____
- 3. _____

Meeting agenda


**Department Meeting
Agenda for November 16 2015**

8:00-8:15	Review action items
8:15-8:30	Sales report analysis
8:30-9:00	Budget review
9:00-9:30	New business
9:30	Adjourn

Attendees: Olivia, Marcus, Pat, and Carlos

- 1. _____
- 2. _____
- 3. _____

Social media posting

 **Kara W.**
October 20 at 3:15 PM • Edited

I hate my job and my mean supervisor at Fancy Beauty Salon. I heard the company are going to lay off 20 workers next week. #hatemyjob

- 1. _____
- 2. _____
- 3. _____