

Name _____ Date _____ Period _____

Workplace Communication Brainstorming Activity

Answer the following workplace communication questions in complete sentences.

1. People sometimes misinterpret the tone of emails. How can you help ensure people do not misinterpret your emails?

2. You are explaining the scheduling system to a co-worker. Give three examples of verbal or nonverbal communication that indicate the co-worker understands you and three examples that indicate the co-worker does not understand you.

3. You are a health-care provider who has to deliver bad news to a patient. Which method of communication would you choose to use and why?

4. Order the following methods of communication from least to most formal: business letter, text, email.

5. You work for ABC Pet Supply as an account manager. Write a professional voicemail greeting.

6. You get nervous making presentations. What three things can you do to improve your confidence in public speaking?
